



## Job Description: Saturday Art Class: Program Manager

### About Saturday Art Class:

Saturday Art Class is a non-profit Education Organisation conducting a Social Emotional Learning program for school children from low income communities using Art as a medium. We aim to create wholesome individuals who are able to successfully navigate their lives beyond the walls of the classroom. Saturday Art Class started its journey in 1 classroom with 30 children and over 3 years has worked with over 5500 children in 67 classrooms and across 15 institutions across the city of Mumbai.

**The Problem:** Though children from low income communities have increasingly been gaining access to academic improvement, there is very little focus on enhancing formal education to include teaching of the necessary life skills and social emotional learning. This manifests in the child's ability, not just to perform academically in the classroom, but also to think critically, make informed decisions and negotiate risks/challenges, thereby reducing the quality of their lives and their productive participation in the society.

**The Solution:** Saturday Art Class has designed an innovative model that is able to complement the formal education being received by children at government schools / low income private schools. As the name suggests, we take sessions on Saturdays for these children, facilitated by a team of passionate and well trained coaches and mentors (volunteers). The team teaches a range of necessary skills including creativity, intra and interpersonal skills, critical thinking and growth mindset. They do so, with the guidance of an expertly designed curriculum that incorporates art based activities with the nuances of life and socio emotional skills. [See our website for more details.](#)

In light of COVID-19, we are in the process of understanding how to best deliver our sessions online as a part of our Relief and Recovery Campaign. The Recovery component of Saturday Art Class will aim to provide children with exposure and access to knowledge and skills on how to take care of their minds and hearts during these tough times. Therefore, these sessions are now conducted online on days other than Saturday too! The role will be that of a virtual program manager until the COVID-19 situation is more under control.

### Purpose of the Program Manager Role:

The purpose of this role is to lead the Saturday Art Class Virtual Class Program while in lockdown by effectively managing facilitators and partner institute stakeholders. The Program Manager is responsible for ensuring that the programme is being delivered with high quality, and is expected to do so by displaying strong leadership, communication and people management skills. Post lockdown, our sessions will continue either online or on ground or a combination of both.



### Who are we looking for?

- Someone who has a completed undergraduate or masters degree in the field of psychology/education/social work.
- Someone who can commit to a full time role.
- Someone who demonstrates strong facilitation skills.
- Someone who demonstrates strong data management skills.
- Someone who demonstrates strong people management and engagement skills.
- Someone who will do whatever it takes to create impact.
- Someone who has experience of at least 2 years of teaching.
- Someone who has 2-4 years of overall work experience, with at least one year in a people management role
- Someone who has experience in the education sector
- Someone who has experience and interest in the Arts will be preferred
- Someone who is from Mumbai/ willing to relocate to Mumbai

### Knowledge/Skills/Competencies needed:

- Planning, organizing, communication and time management skills
- Strong understanding of Social Emotional Learning in the Education space.
- Collaborating and working effectively in a team
- Facilitation and teaching skills (Communication) in English/Hindi
- Comfortable working with Technology such as Google Slides (PPT), Google Drive, Emails, Google Calendar, Google Sheets and Video platforms (Zoom, Meet etc)
- Understanding of the challenges faced by children belonging to low income communities.

### Reporting Structure

- **Manager:** The role will report to the Program Lead of Saturday Art Class
- **Direct team:** The role will directly manage 25-30 Facilitators.
- **Indirect team:** The role will indirectly manage the interns and volunteers that help out with the organisation.

### Key Responsibilities:

- To ensure that the weekly activities of the SARc program are being administered by the coaches and mentors as per the SOPs / Curriculum at all the centers (schools and partner organisations).
- Ensuring that material is distributed to the centers as per the need on a phase by phase basis.
- To conduct monthly check ins with coaches and mentors to manage and review their work
- To assess the training needs of all facilitators in conjunction with the SARc team.
- To plan monthly volunteer engagement programs, workshops and trainings as per the training needs identified and as per the training calendar



- To be the primary liaison between the SArc team and the various stakeholders who are involved in the program. Specifics of stakeholder management will differ for each stakeholder and will be determined in discussion with the founders
- To govern the quality management of the programme through frequent surveys and site visits
- To seek and infer feedback, implement necessary change and continually enhance the operations of the programme, through weekly center visits / check ins
- To ensure the timely collection and analysis of impact measured (specifics will be specified by founders) in classrooms for reporting purposes (internal and external reporting)
- To mentor and manage the interns who are appointed under the programme role

### What will I receive?

- Opportunity to be an intrapreneur and build your leadership skills
- A strong understanding of Social Emotional Learning
- Knowledge and experience on how to coach and manage a group of volunteer facilitators
- Opportunity to manage and analyse student data.
- Training on how to implement an Art and Social Emotional Learning Integrated Plan for kids.
- An opportunity to provide knowledge and understanding to the facilitator along with a listening ear.
- An ultimate set of magical memories with Saturday Art Class.

CTC: 4.25L-4.5L p.a.

### How to Apply:

Please email your CV with a covering letter to [careers@saturdayartclass.com](mailto:careers@saturdayartclass.com)

Subject line : Application for Saturday Art Class Program Manager.

*We are looking at an immediate starting date!*