

JD for CMC Coordinator

Name of Position: Chai Masti Centre Coordinator

Employment Type: Part-time

Location: Kalyani Nagar (Pune) and Powai (Mumbai)

Roles and Responsibilities:

Management of the centre -

1. Each centre shall be fully managed by the appointed Coordinator along with 100% management of all the activities of the centre.
2. Responsibility for smooth functioning of the centre.
3. Consult members before creating monthly plans and finalise monthly plans with the Head Office manager.
4. Ensure new and unique activities are included and conducted every month.
5. Ensure at least one new resource person is invited each week— reasonable honorariums can be provided to them for physical session or online session
6. Inform members regarding monthly plans in advance. In case of any changes, members should be informed well in advance.
7. Take daily attendance of the members.
8. Maintaining and submitting timely accounts. Managing inventory of materials
9. Follow up with irregular members and for renewals of members whose tenure has expired.
10. Attend meetings and write reports as needed.
11. Responsible for enlisting new members and getting successful renewals at the centre.
12. Occasionally, sessions/visits can be scheduled on weekends. Coordinators must be willing to comply with the timings.

During Covid Times -

Till the city allows senior citizens to assemble in centres, we are holding daily Zoom sessions. It is the Coordinator's responsibility to ensure smooth coordination and progress of these sessions.

Thereafter, plans have been worked out how we will allot members in groups to visit the centre on certain days.

Salary –

1. Remuneration of Rs. 10,000/- per month for managing the physical centre
2. Proportionately, a remuneration to be decided for running online classes.
3. All official expenses incurred by the centre will be reimbursed by Head Office.

Application Process –

Interested candidates are requested to email their CVs with a short note on 'why they are suitable for this position' to the Programme Manager at kusum.sasane@dignityfoundation.com.

Deadline -

Applications will be accepted till February 28, 2022.