



VOLUNTEER MANAGER

ArtSparks Foundation is an educational not-for-profit organization that works to support the development of 21st century learning and life skills in children, particularly children from under-served communities. ArtSparks also supports the professional development of teachers/facilitators, encouraging them to reflect on their teaching practice, and explore new ways to enrich their students learning.

What We Do?

At ArtSparks, we believe that a great education should equip children with skills to handle life's complexities—skills such as problem solving, flexible thinking, creative risk-taking, perseverance, collaboration, communication, and so much more. We believe that creativity is a critically important skill for the future with far reaching benefits. And, that visual art & design provide rich and diverse opportunities to help foster meaningful learning. Through our programs, we create vibrant opportunities for learning, through the arts, that help develop essential 21st century learning and life skills in children, Grades 1-8. And, we help build the capacity of teachers/facilitators to create more enriched learning environments for their students.

Why 21st Century Learning & Life Skills?

"21st century learning skills are increasingly being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not" (Partnership for 21st Century Learning). In an age where change is the only constant, understanding and applying 21st century learning skills allows children to be adaptive and innovative in responding to new demands and changing circumstances. Life skills on the other hand form the core of children's social and emotional wellbeing. And, the extent to which children are able to apply them can determine how well they adjust and respond to life's myriad experiences. These skills must be nurtured within students.

Why Creativity?

Creativity is recognized as one of the most important skills for the next generation. Its value reaches well beyond the arts to affect every discipline and numerous industries. The ability to dream, take chances, and create the things we imagine. These are the skills of entrepreneurs, innovators, and changemakers. Children are born with these exceptional abilities, but research shows that over time they begin to lose them. We must offer rich opportunities that keep children's natural creativity alive.

Why Visual Art & Design?

Research indicates that robust art & design education contributes to the development of valuable thinking skills and attitudes whose benefits extend well beyond the art room (Harvard University; Wallace Foundation). The ability to pose questions, test ideas, take creative risks, solve problems, think flexibly, deal with ambiguity, collaborate effectively, are just some of the many skills and attitudes that are developed and strengthened through engagements with art. Involvement in the arts is also associated with gains in critical thinking and communication skills. Beyond this arts learning helps improve motivation, concentration, confidence, and teamwork. In fact, studies show that students with high involvement in the arts, particularly those from low-income communities, stay longer and perform better in schools in comparison to those that receive no arts education.

www.art-sparks.org | <https://www.instagram.com/artsparksfoundation/> | facebook.com/artsparksfoundation/



JOB DESCRIPTION

Role: Volunteer Manager (Full-Time)

Purpose: The primary purpose of this role is to both develop and execute the volunteer vertical of the organization, and utilize skills of influencing and mobilizing to find, bring forward, and engage volunteers to support the various functions in the organization.

Key Responsibilities: *(Include but are not limited to)*

- Develop and execute a robust volunteer engagement strategy and annual plan with clear milestones, and ensure its execution in a highly effective and timely manner
- Conduct and consolidate research and evidence on volunteer engagement and management
- Recruit and mobilize high impact short-term, mid-term, and long-term volunteers for the organization, in order to support the various program verticals, as well as the operational aspects of the organization
- Build a volunteer trajectory, onboard and orient incoming volunteers and engage them through the year
- Build capacity of volunteers, reviewing performance, providing mentoring and feedback, offering relevant supports
- Design engaging workshop content and facilitate workshops relevant for volunteers where necessary
- Analyze and incorporate data insights and feedback into programs in an iterative manner
- Maintain and update a volunteer database
- Collect and maintain testimonials and stories of change from volunteers and the teams they have been assigned to
- Recognize volunteers to help build lasting relationships
- Other tasks as assigned or determined relevant to the role

Education & Experience:

- Graduate or post-graduate degree (Education, Social Work, Psychology, or any other relevant program)
- Minimum 2 years of relevant work experience
- Any experience in volunteer engagement and management would be an asset

Competencies:

- Possess an energetic and sunny personality with a genuine interest in communicating the organizations work and impact with others
- Possess strong relationship building skills, interpersonal skills and networking abilities to interact and engage volunteers, external volunteer organizations, the ArtSparks team, and other relevant stakeholders both in-person and remotely)
- Possess the ability to influence and motivate people through speaking inspirationally
- Possess good communication skills in English (writing and speaking) for both facilitation and documentation
- Ability, interest, and experience in designing programs, workshop sessions, and facilitating them
- Strong belief in practicing a participatory approach with the ability to grow and handle a large volunteer base and engage them through the year
- Ability to organize work, prioritize, and multi-task effectively in order to ensure all deadlines pertaining to volunteerism are met without exception
- Possess strong work ethics and be self-motivated and proactive in taking initiative
- Possess excellent attention to detail, and be skilled at following up
- Proficiency in MS Office (Word and Excel) is required. Ability to use Canva, Mailchimp, etc. is beneficial.

**Location**

Bangalore

Compensation:

Salary is commensurate with current market standards.

Application:

We're looking for a dynamic and passionate individual to be part of our core team. Someone capable of rolling up their sleeves and actively managing, developing, and strengthen programming. If this is you, and you're passionate about serving children, believing that they deserve an education that unlocks their creative potential, this is the place for you. We believe that great people with shared enthusiasm, commitment, and hard work, can achieve wonderful things.

To Apply:

Please send a resume and detailed cover letter to employment@art-sparks.org