

Volunteer Role	Program Manager – Bridge IT
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to make a life and not merely a living.</p> <p>www.creatingfutures.in</p>
Program	<p>Bridge IT</p> <p>This track focuses on series of workshops on Employability (E2E), Life skills, Spoken English and Computer basics. It aims at <i>Bridging</i> the gap between Campus to Corporate!</p> <ol style="list-style-type: none"> Project E2E – One workshop spans for 3 to 4 full day covering resume building and how to take interviews Project Life Skills – One workshop has 6 sessions of each 3 hour duration, taken once/week Project Spoken English – One workshop has 12 training hours spread across 2 full days/ 4 half days Project Computer Basics – Need basis
Commitment	1 year/ 4 Quarters Mostly Weekends
KRA	<ul style="list-style-type: none"> - 4 E2E workshops/year - 4 Life skills workshops/year - 2 Spoken English/year
Work Activities	<ul style="list-style-type: none"> - Plan and schedule workshops for the various projects under “Bridge IT” - Coordinate with the various project managers to ensure workshops are held as per the schedule - Collect status updates and report - Communicate with various stakeholders for the planning - Implementation post workshop activities
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home Should be flexible to travel to the location of the program on a need basis
Contact	Sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	Program Manager – Anchor
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to make a life and not merely a living.</p> <p>www.creatingfutures.in</p>
Program	<p>Anchor</p> <p>This track focuses on “whole school development” through process workshops for various stakeholders pivotal to the school.</p>
Commitment	<ul style="list-style-type: none"> • Time frame - 1 year/ 4 Quarters. • The activities will be mostly driven from the home. We expect a weekly effort of about 2-3 on an average.
KRA	<ul style="list-style-type: none"> - Be responsible for atleast 2 WSD programs a year - Have follow-up sessions with the schools where we finished the program
Work Activities	<ul style="list-style-type: none"> - Identify potential schools (Private or Public Schools) for the WSD program - Discussions with selected schools for the program implementation - Plan and schedule WSD program. - Coordinate with the project coordinator to ensure workshops are held as per the schedule - Collect status updates and report - Communicate with various stakeholders for the planning - Implementation post workshop activities
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>Sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Program Manager – HARBOR
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to make a life and not merely a living.</p> <p>www.creatingfutures.in</p>
Program	<p>Harbor</p> <p>The Harbor program will target the youth who are specifically looking for employment. The program will “intern” the youth whereby giving them real-time work experience.</p>
Commitment	<ul style="list-style-type: none"> • Time frame - 1 year • The activities will be mostly driven from the home. We expect a weekly effort of about 2-3 on an average.
KRA	<ul style="list-style-type: none"> - Be responsible for the overall Harbor Program. - Intern 6 youth for the year. Ensure employment of these interns after 6 months
Work Activities	<ul style="list-style-type: none"> - Identify potential youth that will fit the Harbor Program - Define Coaching / Training Plan - Assign Mentor(s) for the Interns - Track and monitor Progress of the Interns - Coordinate with various stakeholders to ensure that the youth are employment ready - Coordinate with various organizations and other stakeholders to position the Interns for possible jobs
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home
Contact	Sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	Project Manager – Education to Employability(E2E)
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Project	<p>Education to Employability (E2E)</p> <p>This project is under our program Bridge IT. E2E focuses on polishing the soft skills of graduates to enable them to obtain employment.</p> <ul style="list-style-type: none"> - Covers Presenting & communication skills, resume building & Attending interviews - This is a 3-4 full day training/workshop & usually conducted on 2 weekends.
Commitment	<p>1 year/ 4 Quarters</p> <p>Mostly Weekends</p>
KRA	<ul style="list-style-type: none"> - 4 E2E workshops/year
Work Activities	<ul style="list-style-type: none"> - Plan and schedule E2E workshops - Identify colleges / NGOs for E2E workshops - Identify and train trainers for the sessions - Ensure that the training content are up to date and current - Execute E2E workshops - Collect feedback of the E2E workshops - Report updates - Have improvement plans and work on continuous improvement - Coordinate with various stakeholders - Implementation post workshop activities - Communicate to various stakeholders using various channels
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Project Manager – LifeSkills
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Project	<p>Life Skills</p> <p>This project is under our program Bridge IT. Lifeskills focuses on empowering young people to lead a life with confidence</p> <ul style="list-style-type: none"> - Covers sessions on Thinking skills, Social skills and Emotional skills - This is a 6 session workshop, each of 3hours duration, usually conducted once per week - Currently engaged with Bosco Mane, Chamrajpet
Commitment	<p>1 year/ 4 Quarters</p> <p>Mostly Weekends</p>
KRA	<ul style="list-style-type: none"> - 4 lifeskills workshops/year
Work Activities	<ul style="list-style-type: none"> - Plan and schedule Lifeskills workshops - Identify NGOs for Lifeskills workshops - Identify and train trainers for the sessions - Ensure that the training content are upto date and current - Execute Lifeskills workshops - Collect feedback of the Lifeskills workshops - Report updates - Have improvements plans and work on continuous improvement - Coordinate with various stakeholders - Implementation post workshop activities - Communicate to various stakeholders using various channels
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills, fluent in Kannada - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Project Manager – Spoken English
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Project	<p>Spoken English</p> <p>This project is part of the Bridge IT program. As the word indicates, this project aims to build the English skills of the young people.</p> <ul style="list-style-type: none"> - Students are usually educated students who is weak in English - They may be from rural or urban background
Commitment	<p>1 year/ 4 Quarters</p> <p>Mostly Weekends</p>
KRA	<ul style="list-style-type: none"> - 4 lifeskills workshops/year
Work Activities	<ul style="list-style-type: none"> - Plan and schedule Spoken English workshops - Identify NGOs / Colleges / Beneficiaries for Spoken English workshops - Identify and train trainers for the sessions - Ensure that the training content are upto date and current - Execute Spoken English workshops - Collect feedback of the Lifeskills workshops - Report updates - Have improvements plans and work on continuous improvement - Coordinate with various stakeholders - Implementation post workshop activities - Communicate to various stakeholders using various channels
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills, fluent in Kannada - Ability to coordinate with multiple stakeholders - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Project Co-ordinator - Anchor
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Program	<p>Anchor</p> <p>This track focuses on "whole school development" through process workshops for various stakeholders pivotal to the school.</p>
Commitment	<p>6 Months, Starting July 2016</p> <p>3 days a week, with minimum 1 day travelling to Kanakapura school/week</p> <p>35 days spread across 6 months of investment at the school which includes training sessions on weekends</p> <p>Note: Expense reimbursement as per policy of Creating futures</p>
KRA	<ul style="list-style-type: none"> - 1 program at a school in Kanakapura (60kms from Bangalore)
Work Activities	<ul style="list-style-type: none"> - Be part of the WSD sessions - Ensure assignments given by the trainers are complete - Coach / guide teachers on completion of assignment - Create assessment reports and other reports on the progress of the WSD project - Communicate with various stakeholders of the school to ensure that there is progress in the WSD workshop. - Take sessions if necessary - Work with parents as part of the WSD plan
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills, in English and fluent in Kannada - Ability to coordinate with multiple stakeholders - Good with follow-ups and closure
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Co-ordinator - Operations
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>Anchor This track focuses on “whole school development” through process workshops for various stakeholders pivotal to the school.</p> <p>Bridge-IT This track focuses on series of workshops on Employability (E2E), Life skills, Spoken English and Computer basics. It aims at Bridging the gap between Campus to Corporate!</p> <p>Harbor This track focuses on “docking” the aspiring youths with jobs of their choice by creating employment opportunities for internships to sharpen technical skills on live IT projects.</p>
Commitment	<p>Average 40 hrs/ week</p> <p>NOTE: Expenses on Mobile/internet as per policy of Creating futures</p>
Work Activities	<ul style="list-style-type: none"> - Develops and maintains a plan, task list and schedule for the overall activities of Creating Futures. - Undertake tasks and activities and ensure completion - Coordinate and follow-up with various stakeholders for execution of tasks and activities - Managing Volunteer database and Student database - Coordination with Organizations - Effective management of communications on Social Media - Schedule meetings with all stakeholders - Collect status updates from all relevant teams - Prepare presentations, reports as needed
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Good with follow-ups and closure - Good with MS office – Excel, Word and PowerPoint
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	<p>sowmya.magadi@creatingfutures.in /</p> <p>jimmy.cherian@creatingfutures.in</p>

Volunteer Role	Trainers for <ul style="list-style-type: none"> • Education to Employability • Lifeskills • Spoken English
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>Education to Employability This track focuses on training the students on the skills needed for them to be much prepared for their employment.</p> <p>Lifeskills This track focuses on getting the youth and adolescents prepared for their future life. It focuses on social skills, soft skills and emotional skills.</p> <p>Spoken English This track focuses on equipping the students with the ability to speak English</p>
Commitment	<p>Training for each topic is for 3 hours. We usually have 1 or 2 topics every weekend</p> <p>NOTE: Expenses on Mobile/internet as per policy of Creating futures</p>
Work Activities	<ul style="list-style-type: none"> - Be an observer for the session that he/she plans to take - Prepare for the sessions. Do the necessary research to take the sessions - Conduct facilitation / training sessions for the students - Identify games, activities, videos, exercises that will help in the learning of the student
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills (for Lifeskills, we look for Kannada speakers) - Ability to engage with students. Ability to get the students participants - Passion for teaching, sharing knowledge and building / mentoring others
Specific Requirements	Should have a computer and Internet connection
Work Location	<p>Work from Home</p> <p>Should be flexible to travel to the location of the program on a need basis</p>
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	Student Coordinator for <ul style="list-style-type: none"> • Education to Employability • Lifeskills • Spoken English
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>Education to Employability This track focuses on training the students on the skills needed for them to be much prepared for their employment.</p> <p>Lifeskills This track focuses on getting the youth and adolescents prepared for their future life. It focuses on social skills, soft skills and emotional skills.</p> <p>Spoken English This track focuses on equipping the students with the ability to speak English</p>
Commitment	<p>Average of 1-2 hours a day</p> <p>NOTE: Expenses on Mobile/internet as per policy of Creating futures</p>
Work Activities	<ul style="list-style-type: none"> - Maintain a database of the students - Ensure resumes are updated and ready for potential jobs - Understand employment needs of the students and capture these - Maintain Facebook groups and post upcoming employment needs. Ensure students apply for jobs - Publish potential jobs to students and follow-up - Ensure that student's education, learning and mentoring continues. - On a case to case basis, develop and maintains an activity plan and schedule for the students. Assign activities, exercises and assignments to the students on a regular basis (case to case basis) - Interact with the students on a regular basis. - Collect status updates from all the students - Coordinate with the Creating Futures' job placement team to ensure that the students are ready for interviews.
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to coordinate with multiple stakeholders - Experience in an administrative support role and/or student related role - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	<ul style="list-style-type: none"> Interviewers
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>As part of the various Programs, Creating Futures conducts mock interviews for students who are looking for Job Opportunities. These students may be from any of our programs. The objective is to have interview discussions with the students so that they are much more prepared and confident when they go for the Job Interviews.</p>
Commitment	Average of 1 hour a Week
Work Activities	<ul style="list-style-type: none"> - Review the student resume - Conduct the following types of Interviews <ul style="list-style-type: none"> o Technical o HR o F2F Interviews o Telephonic Interviews - Have follow-up interviews based on initial discussions - Mentor students on attending interviews. - Provide them with tips and tricks - Status updates and reports to the CF management
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to work with the students and mentor them - Persuasive, encouraging, and motivating
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	<ul style="list-style-type: none"> Fund Manager
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>To execute the various Programs, Creating Futures aims at collecting funds to meet its expenses. These could be from Corporates or from Individuals. The fund Manager should understand the various fund requirements, the budget details, program of Creating Futures - so that he/she is able to address the various donors for fund collection.</p>
Commitment	Average of 1 hour a Week
Work Activities	<ul style="list-style-type: none"> - Identifying the funds required - Defining campaigns and programs to receive funds - Execute Campaigns / programs and fund collection drives - Managing the collection of funds for Creating Futures - Keeping track & Reporting collection of funds - Coordinating with accounts team for reporting - Acknowledgement of donations
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to work with Corporates and Individuals - Persuasive, encouraging, and motivating - Good Sales Person
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	<ul style="list-style-type: none"> Communications & Marketing
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>To reach our objectives, it is essential that we market our services and achievements. There is also a need to communicate with all our stakeholders on a regular basis using various tools. This will help in ensuring that we achieve more and scale up. This position looks at doing all activities that will promote and creating the necessary visibility of the organization to the relevant sections</p>
Commitment	Average of 1 hour a Week
Work Activities	<ul style="list-style-type: none"> - Defining marketing strategy for Creating Futures - Branding plan, approach and implementation - Create / update and maintaining the website - Create marketing material which include brochures, flyers, presentations, write-ups - Use of Social Networking / Press / Media / Press Conference as a marketing tool - Writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites, media, etc - Create and manager Videos / Pictures - Materials like Visiting Card, letterhead, etc - Create and Implement Campaigns - Communicate with all stakeholders on a regular basis <ul style="list-style-type: none"> o Volunteers o Students o NGOs o Corporates o Colleges
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to work with Corporates and Individuals - Persuasive, encouraging, and motivating - Good Sales Person
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	<ul style="list-style-type: none"> Sales
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>It is essential that we market and sell our services to the right audiences and stakeholders. These include Corporates, NGOs, Colleges, Schools. There is a need to engage in discussions with the various representatives, position Creating Futures and ensure that the needs are captured for the programs to be successful.</p>
Commitment	Average of 1 hour a Week
Work Activities	<ul style="list-style-type: none"> - Define Service Offerings for Creating Futures - Identifying target audience (Schools, NGOs, Corporates, etc) for the various service offerings - Working with Marketing team on creating collaterals for sales - Meeting various stakeholders / representatives and positioning Creating Futures - Capturing the needs of the stakeholders - Confirmation and closure of providing the necessary service offerings
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to work with Corporates and Individuals - Persuasive, encouraging, and motivating - Good Sales Person
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from Home. Travel to meet the stakeholders as needed
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in

Volunteer Role	Trainers for Harbor
NGO	<p>Creating Futures is an organization that aims to create employment opportunities for the educated and needy rural & urban poor. Our objective is to empower students so that they are integrated into mainstream business environments.</p> <p>We believe in an education system which teaches young people how to <u>make a life</u> and not merely a living.</p> <p>www.creatingfutures.in</p>
Programs	<p>HARBOR</p> <p>The Harbor program will target the youth who are specifically looking for employment. The program will “intern” the youth whereby giving them real-time work experience.</p>
Commitment	<ul style="list-style-type: none"> • Training atleast one student for a duration of maximum 6 months. • Training will be on an average of 3 hours per Saturday
Work Activities	<ul style="list-style-type: none"> - Train the student as per the training plan - Assign Exercises to the students. Review the exercises - Give tests to understand progress - Give real life projects to the students
Area / City	Bangalore
Skill	<ul style="list-style-type: none"> - Good Communication skills - Ability to engage with students. Ability to get the students participants - Passion for teaching, sharing knowledge and building / mentoring others <p>PS – Depending on the student, the volunteer would need to have the technical skills to train the student</p> <p>e.g.</p> <ul style="list-style-type: none"> – Software developer in PHP
Specific Requirements	Should have a computer and Internet connection
Work Location	Work from CF Location
Contact	sowmya.magadi@creatingfutures.in / jimmy.cherian@creatingfutures.in