

**Pre-Work for Intern, Data & Operations, Volunteer Program**

**National Human Resources**

*Please note that all resources and data shared here have been made for the sole purpose of this activity and are not used by the team, nor do they reflect the quality of their work or their impact. If you have any questions, please email us.*

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*● To give you an insight into the type of work we do in the volunteer team.*

*● To provide you with an opportunity to demonstrate your skill set, knowledge and mindset. ● To have fun! Our work is challenging and high-stakes, but we love what we do.*

*The pre-work consists of 4 parts that will take approximately 3 hours to complete. All action items (and necessary extra documents) can be found below. Attention to detail is valued at Teach For India, and we expect all guidelines to be followed exactly as stated.*

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***About the team:***

*The volunteer team at Teach For India falls under the larger National Human Resources team and manages the volunteer program strategy as well as implementation. The volunteer program has been conceptualized keeping Student learning at the center. Read more about the design of the program and volunteer expectations here.*

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**Part A. Data Analysis -** *learning from the trends*

Context: We are constantly seeking ways to improve our existing platform through the data. This would majorly include the number of volunteers matched to a classroom in a month, the number of Fellows (Teachers) requesting for a volunteer, the number of volunteers completing the onboarding process after receiving an opportunity, the number of volunteers quitting the journey midway, etc. Having said that, find the lists below:

:: Volunteer Applications - 2023 - This list contains the database of volunteer applications for the year 2023 - 2024.

:: **Create your own hypothesis or questions and answer them through this data.** You can use any data-building software or spreadsheets you’re comfortable with to explore. Do share your files with us!

:: What major trends stand out for you, based on application status in correlation with other data points?

:: Select any month you feel like and create a visual report to summarize trends and uniqueness of volunteer applications for that month.

**Part B. Matching of Volunteers to the Classrooms -** *providing opportunities for our volunteers*

Context: We have around 5k volunteer applications in a year, who get matched automatically based on their preferences, but we cannot provide them with a classroom placement all the time, as they are completely dependent on the requirements given by the Fellows. However, we want to share our existing requirements with the volunteers as an alternative option.

Tab 1, Volunteer Applications - This list contains the database of a few of the volunteer applicants seeking an opportunity to volunteer at Teach For India.

Tab 2, Fellow Requests - This list contains the records of classrooms and the kind of volunteers they need to ensure every child receives an excellent education.

:: Here, your role is to identify and assign a suitable volunteer for a classroom based on its requirements and the applicant's preferences. Create a table displaying your volunteer assignments in the classrooms.

:: If some preferences don't match, what conversation must happen with the applicant to ensure our children receive the help they need?

:: Do you suggest any alternative ways to ensure the matching happens at an automated level? **Part C. Volunteer Interviews -** *ensuring our volunteers are engaged*

You plan to contact a few applicants currently placed in a classroom to evaluate their commitment, purpose, and expectations from the volunteer program.

:: As you plan to speak with them, what questions would you design that'll allow you to evaluate the applicant on the above parameters?

**Part D. Your Experience -** *working as a volunteer program intern*

:: While working on the above pre-work parts, what were some of the strengths and areas of development that you felt were brought to the table?

:: Please share with us what excited you the most and what was extremely challenging for you.

Feel free to use any communication medium (a Microsoft Word document or Google Docs document) to present your thoughts.