

We are looking for

Dharan Youth Centre Incharge



Feel free to send your CV here

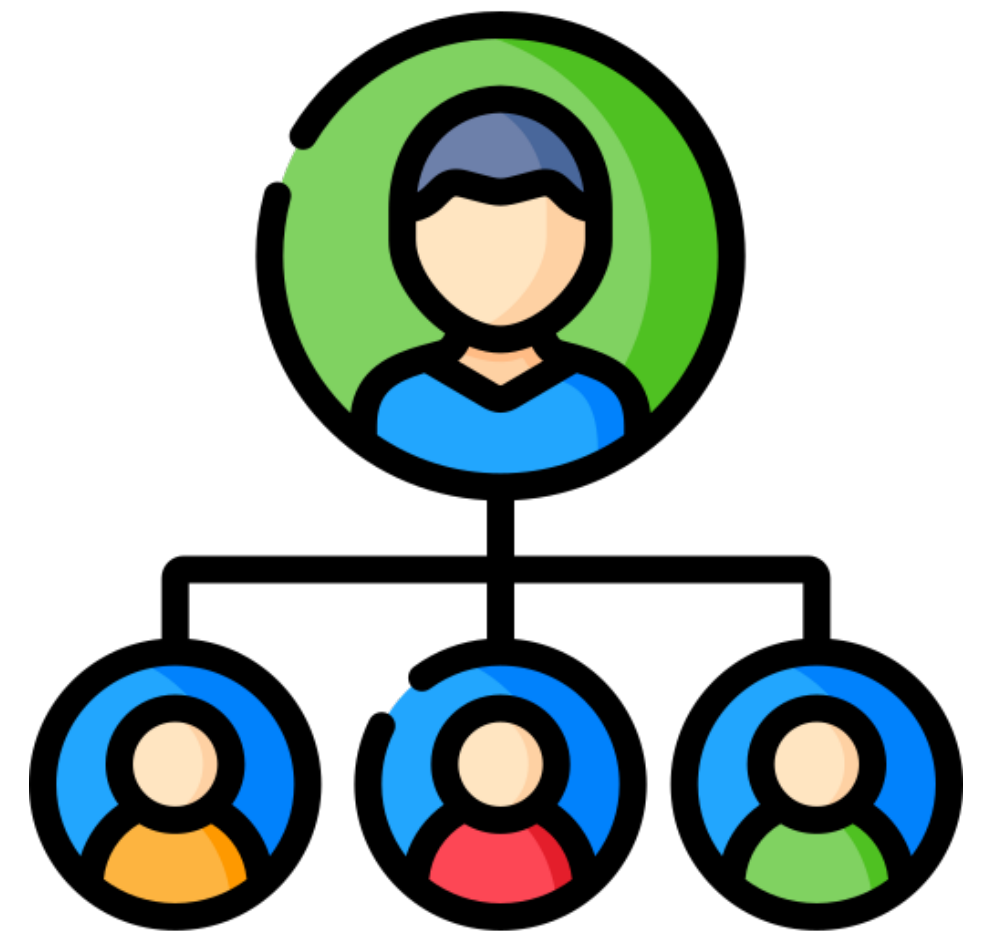
info@ariseandshine.org.np

ariseandshinenepalyc@gmail.com

Or Contact Us Here

01-5914861

01-5590662



Interested candidates are
encouraged to apply

JOB DESCRIPTION

About Arise and Shine Nepal

We are a registered NGO that works among the youths and their families in Lalitpur district. We run a community-based Youth Centre. We work together with the government of Nepal, school communities and other partner organizations.

We are looking for an active youth worker. If you have a passion to develop young people and help their families in the holistic growth of their teenage children and help build a holistic approach to youth development work, we would like to invite you to join our team to work together in making the dream of ANS a success.

Title: Dharan YC Incharge

Basis: Part timer (Mon-Fri from 3 to 7 pm and on Sat from 1 to 6 pm)

Location: Dharan-05, Sunsari, Koshi

Objective of the position:

To carry out the Youth Centre project activities in Dharan effectively

Role and responsibilities:

1. Program planning and carry out all the plans made by head office
2. Program organizing (logistics, run errands and communication)
3. Program execution and management
4. Organize periodic programs or events if needed
5. Program monitoring and evaluation (reporting and feedback)
6. Make a payment, receipt and voucher
7. Deposit and bank transaction
8. Administration and finance (bill entry and record keeping)
9. Handle petty cash and cash flow
10. Manage day to day operations
11. Record keeping (both soft and hard copy)
12. Documentation and filing
13. Take responsibility of ANS properties
14. Youth supervision and care (Youth values and policies)
15. Maintain the registration, sign in/ out, visitor log book, data entry, collect forms, etc
16. Handle calls, communication and follow up
17. Weekly updates and reporting
18. Facilitate session in weekly CST and coordination
19. Supervise intern/ volunteers
20. Provide brief orientation on YC project to anyone who visit or join programs

21. Build rapport with youths coming
22. Build rapport with parents of teens
23. Report writing (monthly, quarterly, semiannual and annual)
24. Serve a cup of juice/ tea to every youth joining DZ
25. Serve snacks to youths joining weekly CST
26. Follow program checklists and guidelines
27. Provide a basic counseling to the youths and parents
28. Monthly report on both finance administration and program

Requirement Skills:

1. Tasks as assigned by Supervisor (PC)
2. Take part in other organization-wide events/activities
3. Get the training, develop skills and contribute
4. Coordinate with D.P. Believers School
5. Hold an accountability with Supervisor and team members
6. Teamwork and cooperation among team members
7. Punctuality and confidentiality
8. Problem solving skills
9. Strong communication skills
10. Fluency in English and Nepali language (both written and speaking)
11. Good dealing with others in terms of coordination
12. Proactiveness and dedication towards the work

Requirements for selection:

1. Age from 26-35 years
2. Male or female
3. Dharan resident
4. Minimum bachelor degree running in social work-related field
5. Minimum 2 years' experience with youth development organization or structured institute
6. Practical knowledge (Microsoft Word, Excel, Power point)
7. English and Nepali competencies
8. Team builder and motivator personality
9. Interpersonal skills

**** Priority will be given to those who have work experiences among youths aged from 13-24.***