

CENTRE COORDINATOR

The work of the centre coordinator includes the following:

1. Sending daily center updates on whatsapp group and updating the same on UPAY app.
2. Preparing daily syllabus plan and sending weekly update of syllabus plan.
3. Compilation of center monthly report and sending it to Center head, ZC and Zonal Director.
4. Sharing center requirements to center head and updating the same after receiving the material.
5. Maintenance and record keeping of UPAY assets in Stock Register.
6. Any work assigned by center head/zonal director.
7. Preparation /printing and coordination of test, parents meeting etc. every month.
8. Preparation of Center test results, updating it in excel sheet and UPAY app and compilation of monthly students performance report.
9. School Visit Once in a month (If required)
10. Home Visit (Twice in a week)
11. Coordination with center head for monthly activities planning and timely execution of activities as per Activity Calendar.
12. Attending monthly volunteers meeting and Syllabus meeting.
13. Center coordinator shall maintain admission form, shall ensure distribution of ID cards at center.
14. Shall complete all the tasks assigned by center head and Zonal Director in assigned time.

LOCATION : Delhi