



Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies

Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)

NITI AYOJ Registration ID: MH/2011/0046244

Job Responsibilities:

- Share daily center updates on WhatsApp groups and update the same on the UPAY
- Prepare daily syllabus plans and share weekly syllabus
- Compile the monthly center report and submit it to the Center Head, ZC, and Zonal
- Communicate center requirements to the Center Head and update records upon receipt of
- Maintain and update records of UPAY assets in the Stock
- Carry out any additional tasks assigned by the Center Head or Zonal
- Prepare, print, and coordinate monthly tests, parent meetings, and related
- Prepare student test results, update them in Excel sheets and the UPAY app, and compile monthly student performance reports.
- Conduct home visits twice a
- Coordinate with the Center Head to plan and execute monthly activities as per the Activity
- Attend monthly volunteer meetings and syllabus
- Maintain admission forms and ensure the distribution of ID cards at the
- Teach English, Mathematics, and Science for Classes 1– Higher classes will be included as per competency.
- Community engagement, parent outreach, and welfare activities
- Building relationships within the community around learning centers
- Mobilizing families to support children's education

Essential Qualifications:

PUC qualification

Availability for part-time work (4-6 hours per day, 6 days a week)

Preferred Qualifications - D.Ed or B.Ed

Stipend - 8000 INR per month