

Job Description: Children's Learning Centre Coordinator – Urban Household Resilience Project

Position Title

Children's Learning Centre Coordinator

Location

Guwahati, Assam (based at the Children's Learning Centre with regular visits to project communities)

Reports To

Project Lead – Urban Household Resilience Project

Position Summary

The Children's Learning Centre Coordinator will manage the day-to-day operations of the Children's Learning Centre (CLC), ensuring it provides a safe, inclusive, and stimulating environment where children can learn, play, and develop. The coordinator will plan and facilitate educational, recreational, and life-skills activities that improve children's learning outcomes, psychosocial well-being, and resilience to urban challenges such as climate-related disasters, poverty, and social exclusion.

The coordinator will work closely with parents, caregivers, schools, community volunteers, government service providers, and project staff to promote children's education, protection, health, and overall development.

Key Responsibilities

1. Centre Management

- Manage the daily functioning of the Children's Learning Centre.
- Develop weekly and monthly activity plans aligned with project objectives.
- Maintain a safe, clean, child-friendly, and inclusive learning environment.
- Manage learning materials, educational resources, sports equipment, and Centre inventories.
- Maintain attendance registers, child profiles, and activity records.

2. Learning and Education Support

- Organise after-school learning support, remedial education, and homework assistance.
- Facilitate reading programmes, storytelling sessions, creative arts, music, sports, and recreational activities.
- Promote foundational literacy, numeracy, problem-solving, and digital learning where appropriate.
- Encourage regular school attendance and support children at risk of dropping out.
- Coordinate with schools to monitor children's educational progress.

3. Child Development and Life Skills

- Facilitate age-appropriate life skills sessions on communication, teamwork, leadership, emotional well-being, and decision-making.
- Promote environmental awareness, climate education, and disaster preparedness through interactive activities.
- Encourage creativity, confidence, and critical thinking among children.
- Celebrate important national and international days through educational activities.

4. Child Protection and Safeguarding

- Ensure all Centre activities comply with child safeguarding and protection policies.
- Identify children requiring additional educational, psychosocial, or protection support and refer them to appropriate services.
- Maintain confidentiality and uphold children's rights at all times.
- Promote positive discipline and inclusive learning practices.

5. Parent and Community Engagement

- Conduct regular meetings with parents and caregivers to discuss children's progress.
- Organise parenting sessions on child development, education, nutrition, health, and positive caregiving.
- Encourage community participation in Centre activities and learning events.

- Build relationships with local schools, community leaders, and service providers.

6. Health, Nutrition, and Hygiene Promotion

- Integrate awareness sessions on nutrition, hygiene, menstrual health (for older children), safe drinking water, and sanitation.
- Promote healthy habits and child-friendly practices within the Centre.
- Support referrals to health and nutrition services where required.

7. Climate Resilience and Disaster Preparedness

- Conduct child-friendly activities on climate change, environmental conservation, waste management, and disaster preparedness.
- Support school and community disaster preparedness initiatives.
- Promote children's participation in community resilience activities, including tree planting, cleanliness drives, and environmental campaigns.

8. Monitoring, Documentation, and Reporting

- Maintain accurate records of attendance, learning progress, referrals, and Centre activities.
- Prepare monthly and quarterly progress reports.
- Document case studies, success stories, and best practices.
- Support project monitoring, evaluations, and learning assessments.

9. Coordination and Networking

- Coordinate with schools, education departments, child protection agencies, health facilities, and community-based organisations.
- Support visits by project partners, donors, and government officials.
- Participate in project review meetings and capacity-building programmes.

Qualifications

- Bachelor's or Master's degree in Education, Social Work, Child Development, Psychology, Sociology, or a related field.
- Diploma or certification in Early Childhood Care and Education (ECCE), child development, or education is an added advantage.

Experience

- Minimum 3-4 years of experience working with children in education, child development, or community programmes.
- Experience managing learning centres, remedial education programmes, or child-focused community initiatives.
- Experience working with children from vulnerable urban communities is highly desirable.

Required Skills and Competencies

- Strong understanding of child development and child-centred learning approaches.
- Excellent facilitation and classroom management skills.
- Knowledge of child protection, safeguarding, and inclusive education.
- Strong communication and interpersonal skills.
- Experience engaging parents, schools, and community stakeholders.
- Good planning, documentation, and reporting skills.
- Proficiency in Microsoft Office and digital learning tools is desirable.
- Fluency in Assamese; while knowledge of Hindi is highly desirable.

Key Performance Indicators (KPIs)

- Number of children regularly attending the Learning Centre.
- Improvement in children's school attendance and learning outcomes.
- Number of educational, life skills, and resilience sessions conducted.
- Parent and caregiver participation in Centre activities.

- Number of children successfully referred to education, health, or protection services.
- Timeliness and quality of reporting and documentation.
- Compliance with child safeguarding standards.
- Beneficiary satisfaction with Learning Centre services.
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Working Conditions

- Based at the Children's Learning Centre with regular outreach visits to nearby communities and schools.
- Flexible working hours, including occasional weekends for community events and parent meetings.
- Participation in project training, planning workshops, and review meetings.
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Core Values

- Child rights and child participation.
- Inclusion, equity, and respect for diversity.
- Accountability and integrity.
- Community engagement and partnership.
- Innovation and continuous learning.
- Commitment to creating safe, resilient, and supportive environments where every child can learn and thrive.
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The role is particularly aimed to **improve children's educational outcomes while strengthening household resilience**. The Children's Learning Centre serves not only as an educational space but also as a platform for promoting child protection, psychosocial well-being, climate awareness, disaster preparedness, parental engagement, and early identification of children who need additional support.

Interested candidates apply to the Program Lead/ HR Lead at careers@fstindia.org immediately with the resume and cover letter. Short listed candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from Guwahati are encouraged to apply. Salary: 3lacs per annum (CTC) depending on the experience.

Kindly mention your Expected Salary.

We are an equal employment opportunity provider.