

Programme coordinator- Major roles and responsibilities

1. Support in planning and coordination of program and its activities of 13 Asha for education centers run by FORWARD.
2. Visits each area fort night (2 days in a month) regularly and on special days like children's day, awareness campaign ,educational tours etc
3. Supporting the educators in running the center successfully. Program coordinator along with community organizer help and guide the Educator in smooth functioning of center.
4. Program coordinator focuses more on high school and higher secondary school students. They ensure that all the children are focused and complete their school education.
5. He also identifies children who are not going to school, counsel them and enroll them in asha for education center. Participates in parent teacher meeting.
6. Identify trainers, organize with the teachers, students and conduct summer camps, excursions & special days' programme (festival celebration and awareness campaigns).
7. Meeting the teachers in the main stream schools where the children are studying and getting regular update on the Childs progress.
8. Weekly report is gathered from all the centers and review is done on Saturdays in FORWARD office.
9. Collecting stories of children & documenting the same.
10. Monitoring children's behavior and building academic efficiency and quality of life.
11. Promotion of youth club and life skill programs.
12. Identifying students who cannot afford to pay their school or college fees and working towards individual or corporate contribution for support. Through individual contribution, in 2019 we have been able to pay school fees for 24 students and college fees for 8 students.
13. Maintaining good relationship with all the centers and ensuring smooth functioning of all the activities of asha for education.

What are their work timings – All the working days (26 days). 2days in a month to each center

11.00 AM to 7:30 PM from Monday to Friday. Saturday he is responsible to gather data from all centers, conduct and monitor quality of life program and participate in review meeting in FORWARD office. Organize teacher training on second Saturdays.

In a given week, what all activities they do? In a given week the programme coordinator visit minimum 6 centers and activities are mentioned above.

How do they travel to the centers? They commute using public buses and autos to reach the study center. Motor bike is also provided by FORWARD. Since the study centers are far, it is difficult for them to commute by bike on regular basics.

Community Organizer –Major roles and responsibilities

1. Community organizer is a bridge between FORWARD and study centers for smooth functioning of activities and program in villages, slums and coastal areas among women and communities as a whole.
2. She visits each area for night (2 days in a month) regularly and on special days like children's day, awareness campaign, educational tours etc
3. Making sure the study center functions well with required materials and quality training.
4. Working towards creating IMPACT –education to all, stop school dropout, stop child marriage. Focuses on the educational progress of every child in 13 centers.
5. Working towards making every child first generation graduate and helping them to be employable.
6. Sensitizing parents about their responsibility in their children's education.
7. Regular house visits, organizing and training the mothers in sustainable economic skills & promoting entrepreneurial development.
8. Counseling, health training, sensitizing adolescent girls about their sexual right to sexual abuse free life & collective leadership promoting to all the students studying in Asha for education centers.
9. Identifying students who are not performing well in studies and providing regular counseling and helping them to complete their higher education.
10. Apart from education grooming children in cultural, sports and discipline them to grow as a good human being with love and compassion.
11. Engaging community member's participation in all the activities and program of Asha for education.

What are their work timings – 2 days in a month to each center.

10 AM to 7:00 PM from Monday to Friday. On Saturdays help in organizing Saturday programmes for asha children and they have review meeting in FORWARD office. Second Saturday they participate in teacher training.

In a given week, what all activities they do? In a given week the community organizer visit minimum 6 centers and activities are mentioned above.

How do they travel to the centers? They commute using public buses and autos to reach the study center. Will avail Motor cycle facility if. Since the study centers are far, it is difficult for them to commute by bike on regular basics.