



### **Job Description**

Mountain Village Foundation (MVF) is a registered Non-Government Organization (NGO) in Uttarakhand that works with children and women by providing skill development and entrepreneurial training. The selected candidate will work with children on the MVF designed Little Entrepreneurs programme.

Little Entrepreneurs is a unique children's training program that facilitates them to pick up meaningful skills like photography, film making, etc. and develops problem solving and critical thinking skills and undertake self-created projects to find solutions to different problems in their villages.

We are looking for dedicated and passionate young individuals who will like to work with children in the selected villages and help them get access to skills that can increase their chances of a better future. We believe that children are leaders who can bring about positive change.

The selected candidate will undergo two weeks training before taking over the responsibility assigned.

#### **Position: Program Facilitator**

##### **Roles and Responsibilities**

- Conduct MVF's Little Entrepreneurs Program at one village site.
- Plan and submit monthly and weekly schedule of work.
- Plan and submit daily lessons for the classes.
- Collaborate with students, parents, Pradhan and village stakeholders to bring alive the vision of the program.
- Conduct weekly/monthly village engagement events.
- Create a monthly progress report of the program at the assigned village site.
- Engage in discussions and problem solve on village developmental needs with the team.
- Attend all training sessions and events conducted by MVF.

##### **Qualifications**

- Pursuing or completed bachelors
- English and Hindi Communication skills
- Working proficiency in computers

A Program Facilitator will receive a stipend of Rs.5000 per month.

Timing 3:00 to 6:00 pm (Monday to Friday)

Every first and third Saturday will be a training session for the programme of the coming week.

You can fill the online application form on [www.mountainvillagefoundation.org](http://www.mountainvillagefoundation.org) or send a written application by filling the form attached with this Job Description.



**Application Form**

**Position:** Program Facilitator

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Q1. If you have 2 hours with a group of children from a village, how would you spend your time with them ensuring they learn something new. Share a breakdown of the 2 hours.**

**Q2. Share an experience when you worked with a great team. What made the team great and what was your role on the team? (answer in less than 300 words)**



**Q3. Have you ever led a project or a team? Describe the project you were working on. What challenges came your way? How did you work towards solving the challenges? (answer in less than 500 words)**

**Q4. Why do you want to apply to the position of Program Facilitator?**

**If you wish to apply**, send your CV along with this application form to the following address:

Mountain Village Foundation

Woodrose Cottage, 3<sup>rd</sup> Floor

Jokhiya

PO Bhumiadhar, Via Bhowali

Nainital – 263132

**If you have any questions**, feel free to get in touch on 9168684606 or write an email at [kiwa@mountainvillagefoundation.org](mailto:kiwa@mountainvillagefoundation.org)