

Job Announcement: Cluster Coordinator – Creche Initiative

Organization: Youth for Social Development (YSD)

Location: Padmapur Block, Rayagada District, Odisha

Employment Type: Full-time

Reporting to: Project/Program Coordinator

About Youth for Social Development (YSD)

Youth for Social Development (YSD) is a development organization working with duty bearers and rights holders to enhance the quality of life of marginalized rural and urban communities in Odisha. YSD works across sectors including child rights, health, education, nutrition, governance, water and sanitation, climate resilience, youth empowerment, and sustainable livelihoods. Through research, advocacy, community mobilization, and institutional strengthening, YSD promotes equitable access to services and opportunities for vulnerable populations.

Position Overview

YSD is seeking a committed, experienced, and result-oriented **Cluster Coordinator** for the **Creche Initiative** in Padmapur Block, Rayagada District, Odisha, supported by the Azim Premji Foundation.

The Cluster Coordinator will be responsible for coordinating, supervising, monitoring, and supporting the operations of up to 40 community-based creches within a cluster. The position will play a critical role in community mobilization, team mentoring, quality assurance, stakeholder engagement, and strengthening systems for effective creche operations. The Cluster Coordinator will work closely with the Program Manager, Supervisors, Caregivers, community institutions, and government frontline workers to ensure quality childcare, nutrition, and early childhood development services for children aged 7 months to 3 years.

Key Responsibilities

A. Pre-Setup Phase

- Support coordination and arrangements for Program Team Orientation and Pre-Service Training.
- Conduct joint visits with the Program Manager to engage with block-level stakeholders and functionaries.
- Analyze ICDS and other relevant data to develop village-level intervention plans.
- Share implementation plans and strategies with Supervisors and project team members.

B. Setup Phase

- Lead community mobilization and village-level interventions for creche establishment.
- Coordinate with Panchayati Raj Institutions (PRIs), Anganwadi Workers, ASHAs, and community leaders.
- Facilitate community meetings, Gram Sabhas, and caregiver selection processes.
- Lead identification, assessment, preparation, and readiness of creche spaces.
- Support household surveys, child line-listing, and enrolment processes.
- Ensure safety standards and infrastructure readiness of all creche centers.
- Coordinate procurement and logistics for center setup and operations.
- Support planning and organization of Caregivers' Pre-Service Training.
- Lead the establishment and operational readiness of creche centers.

C. Operational Phase

- Develop operational plans and community mobilization strategies for creche functioning.
- Support child enrolment, home visits, and community outreach activities.
- Guide Supervisors in planning, monitoring, and problem-solving.
- Conduct regular field visits to demonstrate best practices and provide supportive supervision.
- Identify capacity-building needs and facilitate on-the-job mentoring of Supervisors and Caregivers.
- Support growth monitoring, nutrition tracking, and child development assessments.
- Conduct weekly review and planning meetings with the project team.
- Monitor safety, hygiene, and quality standards across all creche centers.
- Utilize the Shishu Ghar application and digital tools for monitoring and reporting.
- Document observations, lessons learned, and operational challenges.
- Coordinate referrals and follow-up support for children and families when required.
- Collaborate with frontline health and ICDS functionaries for health, nutrition, and child development interventions.
- Facilitate Community Management Committee (CMC) meetings and other community engagement processes.

Qualifications, Experience & Skills

Educational Qualification

- Graduate in any discipline.
- Basic knowledge of computer applications, MS Office, email communication, and digital reporting systems.

Professional Experience

- Minimum **3 years of experience** in community-based interventions, preferably in **Health, Early Childhood Care, Nutrition, Child Development, or related social development sectors.**

- Experience in community mobilization, team coordination, field supervision, and stakeholder engagement.
- Experience working with government frontline workers, community institutions, and rural development programs will be an advantage.

Skills & Competencies

- Strong leadership, coordination, facilitation, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to mentor and support field teams.
- Strong planning, documentation, reporting, and monitoring skills.
- Willingness to travel extensively across project locations.

Other Considerations

- Candidates preferably belonging to the same block or district will be given preference.
- Working proficiency in the local language and English is essential.
- Commitment to child rights, community participation, and inclusive development practices.

Remuneration & Benefits

- Competitive compensation based on qualifications and experience.
- Travel and field allowances as per organizational policy.
- Provident Fund and statutory benefits as applicable.
- Professional development and capacity-building opportunities.
- Opportunity to contribute to a transformative child development initiative in tribal communities.

How to Apply

Interested candidates are requested to complete the Google Application Form using the link provided below and upload their updated CV as part of the application process.

Application Form: <https://forms.gle/Ak6AtkyxiH4T8qJN7>

Last Date for Application : **15 June, 2026**

Only shortlisted candidates will be contacted for the next stage of the selection process. Please do not send applications via email or make phone inquiries regarding the status of your application.

Expected Date of Joining: Immediate, preferably on or before **1 July 2026**.

Join YSD : Become part of a passionate team dedicated to strengthening early childhood care, nutrition, and development outcomes for vulnerable children and families across Odisha. At YSD, you will have the opportunity to contribute to meaningful and sustainable change in tribal communities.