



Role Description

Sangam Intern

Sangam World Centre is one of the World Centres of the World Association of Girl Guides and Girl Scouts (WAGGGS). Since the Centre's beginning in 1966, Sangam has been a safe, neutral place for members of Guiding and Scouting to come together to share their experiences as well as the culture and traditions of their homelands and Member Organizations.

Intern Programme Objectives

The objectives of Sangam's Intern Programme are the same as outlined by the World Centres Committee for any World Centre volunteer:

1. Gain valuable work experience and life skills such as leadership
2. Learn about WAGGGS, its Member Organisations, themes, projects, regions and World Centres
3. Share the international friendship that Girl Guiding and Girl Scouting offers
4. Support WAGGGS by helping the Centres operate effectively
5. Participate/facilitate in activities or workshops relating to community leadership or advocacy
6. Experience the unique culture of India, through its traditions, history and people
7. Gain an international experience, learning about different cultures through the diversity at the Centres
8. Be prepared to represent WAGGGS and be more involved in your own MOs

Sangam's Intern Programme is supported by the Intern Syllabus and the personal feedback and evaluations the Sangam Intern will participate in at least three times during their term.

Role Overview

The Sangam Intern

- Develops personally and professionally while building skills and knowledge related to WAGGGS and the World Centres, Sangam, and the local community of Pune, India.
- Will develop their professional skills through active participation in the daily operations of Sangam World Centre and give service to Sangam, to the local community and to Guides and Scouts from around the world by sharing their skills and expertise.
- Brings dedication, enthusiasm, diligence, and professionalism to their role in order to take on personal and professional challenges while contributing to an international environment.

Sangam



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Specific Duties

- To undertake duties in all areas of Sangam:
 - Programme
 - Community Programme
 - Guest Services
 - Promotion and Marketing
 - Operations

Programme

- As part of the Programme Team assist in running event sessions such as Namaste Sangam, Neighbourhood Walk, Wadi Challenge, Laxmi Road Cultural Tour, Pune Challenge, 10 Million Girls Sessions and Sangam Tiffin
- As part of the Programme Team assist in hosting visits to Sangam's Community Partners or running Community Development Leadership Projects and Community Partner Fun Days, as required
- As part of the Programme Team assist in running evening programme sessions such as campfire, WAGGGS Game, International Evening and Visit to Indian Families

Community Programme

- Assist the Community Relations Manager in running sessions for Community Programme participants
- Assist with communication with Community Programme participants, prior to arrival and while on site
- Support Community Programme participants during evenings and weekends while onsite at Sangam

Guest Services

- Communicate with guests before, during and after their stay as required
- Undertake administrative tasks
- Be involved in greeting and orientating guests and assisting with their departure
- Sell items from the Sangam shop and be engaged in other processes involved with managing the shop and shop stock
- Work of reception as part of a rota system

Sangam

Alandi Road, Yerawada, Pune 411 006, India

t: +91 (0) 20 6500 8066 e: info@sangamworldcentre.org

www.sangamworldcentre.org

a world of possibilities



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Promotion and Marketing

- Assist the Deputy World Centre Manager: Operations (DWCM:O) in ensuring Sangam's microsite (website) is kept up to date
- Update Sangam's social media (Facebook, Twitter and YouTube) to keep previous, current and future guests engaged with current Sangam events. Generate discussions and inform followers of the latest information
- Assist the DWCM:O in preparing promotional material for submission to WAGGGS and WAGGGS related publications
- Create clips of Sangam's programmes and initiatives for uploading to YouTube

Operations

- Assist the DWCM:O in overseeing maintenance projects, if required
- Assist the DWCM:O in daily kitchen management, if required

Other

- Serve as First Aider on a roster system
- Serve as Head of Table and assist with meal duties
- Any other duties as required

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