



**Title:** Curriculum Activity Creator

**Reports to:** DNA

**Position Type:** Volunteer position

**Contact:** Send questions to [angela.hurtado@hopestrong.org](mailto:angela.hurtado@hopestrong.org)

**Duties and Responsibilities:**

- Create engaging innovative activities for each curriculum that coincide with the theme/objective.
- Write up the activity description, implementation and materials needed.
- Cultivate and nurture successful and productive relationships with the curriculum team.
- Have the activity worksheets finalized by expected dates.
- Contribute to the curriculum content creation.
- Maintain organized the curriculum activity folder.
- Partake in bi-weekly meetings with the curriculum team.

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Youth Development and Leadership
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills, work effectively in teams, excellent organizational skills, ethical and moral character, strong leadership skills
- Proficiency in Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint).
- Must be willing to commit for the whole 2021-2022 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 3-5 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*