

Curriculum Development - Committee Member

Volunteer Position Description



Summary

The role of the Curriculum Development Committee will be to aid The Shoebox Project in the research and development of an educational component of our school Shoebox drive program across North America. This is a position for an experienced teacher/retired teacher who is a creative thinker, collaborative, has experience in developing similar programs and has a specific interest in issues impacting women affected by homelessness across North America.

The focus will be on developing 3 individual programs based on: Primary/Middle/Secondary school aged youth.

This special project will be broken down into 3 sections:

Research & Planning

Curriculum Development

Implementation & Promotion

Duties & Responsibilities:

- Research other charitable education programs that have been implemented within schools/gain feedback to help determine best methods of development, structure and delivery
- Create curriculum that supports The Shoebox Project's mission and educates students about issues facing women impacted by homelessness
- Ensure curriculum is aligned with Common Core State/Provincial Standards or equivalent
- Review and recommend educational materials to be used as resources
- Recommend teaching techniques and the use of different or new teaching and learning technologies
- Work collaboratively with the Project Leader and other committee members to project completion
- Attend other regular group/team meetings as necessary as scheduled in EST timezone.

Qualifications:

- Bachelor's degree (or in progress) in Education, Educational Technology, Curriculum and Instruction, Instructional Design, or similar. Equivalencies of education and experience may also be considered
- Work experience as a classroom teacher in primary, middle or secondary
- Research methodologies, writing, project management an asset
- Minimum one year of applied experience in research and/or evaluation through school or professional work, preferably in an academic environment. Experience in coordinating research projects an asset
- Education and/or work experience with online learning environments, Learning Management Software an asset
- Experience in curriculum design, or instructional design preferred
- Strong attention to detail in all aspects of work
- Strong ability to self-motivate, multi-task and prioritize effectively
- Demonstrate strong written and oral communication skills to elicit information and provide accurate information clearly and concisely
- Very comfortable working in a virtual team environment incorporating group problem-solving; shares information and responsibility
- Committed to attending team meetings. Strong relationship-building skills, both internally and externally
- Outgoing, persistent and energetic. Strong interpersonal skills
- Comfortable learning and using a variety of technical solutions to complete project deliverables

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- Proficiency in using Google product applications or Google Workspace

Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account if necessary that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to conduct phone or video conferencing using Google Meet.

Requirements/Screening: Volunteer Application, Resume, Interview, Reference Check

Time Commitment: Working remotely approx 3 hours per week with a 30 min virtual call weekly. Can be done during evenings and weekends with some flexibility for meeting during the weekday on occasion

Duration: 6-9 month commitment is the expectation for this position with emphasis on the months of April-December

Training: Training provided through video conference or in person when able, written processes

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.