



**DONALD W. REYNOLDS  
BOYS & GIRLS CLUB**

<b>Position Title</b>	Zing Curriculum Developer
<b>Organization</b>	Donald W. Reynolds Boys and Girls Club
<b>Department</b>	Youth Development
<b>Address</b>	560 N. Ruppel Rd., Fayetteville, AR, 72704
<b>Supervisor Name</b>	Alex Hampton
<b>Supervisor Contact</b>	<a href="tel:479-442-9242">479-442-9242</a> / <a href="mailto:alex@fayettevillekids.org">alex@fayettevillekids.org</a>

**TERMS OF EMPLOYMENT**

**A. BACKGROUND CHECKS:** This position requires the following background checks.

- a. Criminal Record Check

**B. ELIGIBILITY**

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- c. Must be legally authorized to work in the United States.

**C. WORK SCHEDULE & CONDITIONS**

- a. This is a seasonal (8-week) position from June 8, 2020 to July 31, 2020.
- b. This position is not eligible for sick, vacation, and holiday leave during employment.

**D. BENEFITS**

- a. SALARY- The individual shall receive a \$3,200 salary distributed bi-weekly in equal amounts for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT- The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee.
- c. TRAINING- The student will complete an onboarding process. During this process, the student will undergo the New Hire Orientation in which he/she will learn about the history of our organization, the mission, and how their job is connected to the mission of our organization. The individual will be introduced to company policies and procedures. There will also be opportunities for the student to access an abundance of resources through BGCA.net including step-by-step guides, tutorials, online trainings, and

webinars.

- d. MENTORSHIP- The Donald W. Reynolds Boys and Girls Club understands how important it is to have professional support to aid in a student's success. Based off of the student's needs, our organization will offer multiple mentorships as a team. We believe that we can offer the student a wide array of knowledge through specific skill sets of individuals within our organization.
- e. NETWORKING- The student will be able to apply networking skills through interacting with community groups and board members. He/she will be invited to one of our board meetings in which they will present the development of our Zing Program Curriculum. The student will also have the opportunity to attend professional organization meetings with staff members.

#### **E. EVALUATIONS**

- a. Our Assistant Director of Operations, administrator of our Zing Summer morning program, will conduct a bi-weekly performance and program evaluation to discuss the student's experience with our organization. The bi-weekly evaluations will give the student an opportunity to make necessary improvements for a better experience at our organization.
- b. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

### **RESPONSIBILITIES**

#### **A. POSITION PURPOSE**

- a. The Zing Curriculum Developer is responsible for designing and implementing high-quality curriculum content for our summer morning educational program under the supervision of the Assistant Director of Operations. This individual is expected to aid in providing an optimal experience for youth members through program implementation in coordination with program staff and directors. The goal of the Zing Curriculum Developer is to create resource materials for programs that can be utilized not only for this summer, but for future summers as well.

#### **B. DUTIES**

- a. Provides program management knowledge, support and service to the Zing Program. Engages in program development activities and improvements.
- b. Collaborates with Zing Program staff to implement programs in accordance with recommendations from Boys and Girls Club of America.
- c. Coordinates/manages overall daily operations of Zing staff with the primary concern for program development.
- d. Assess the effectiveness of the developed Zing curriculum.
- e. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

#### **C. COMMUNITY IMPACT**

- a. The Zing Summer program serves up to 200 children in the Northwest Arkansas community, daily. The majority of the children who enroll in our Zing program are awarded a need-based scholarship, ensuring that anyone, no matter their family's financial situation, can participate in the program. With an effective program curriculum, the Donald W. Reynolds Boys and Girls Club has the opportunity to help youth reach their full potential through learning opportunities and personal development. Being that our youth members are future leaders in

the Northwest Arkansas community, we can equip them with skills that align with our vision such as good character and citizenship and living a healthy lifestyle.

## QUALIFICATIONS

- A. Strong organizational skills
- B. Great writing, editing, and verbal communications skills
- C. Passion for curriculum development, exhibited through learning and creativity
- D. Be able to apply relevant course work to program curriculum development

## LEARNING OBJECTIVES

### A. CAREER DEVELOPMENT

- a. Knowledge of Curriculum Development- The student will be able to plan, develop, implement, and evaluate program curriculum. With the world constantly changing in relation to new curricula, the student will be able to adjust to these changes to improve the learning experience for program participants.
- b. Community Engagement- The student will be able to promote community involvement through the exposure of program curriculum and resources. He/she will have the opportunity to maintain contact with external community groups, schools, members' parents and others to assist in program curriculum development.

### B. SKILL DEVELOPMENT

- a. Communication Skills- Student will learn how to clearly articulate program needs, as well as feedback to program staff and directors
- b. Analytical Skills- Student will learn how to assess curriculum data and make recommendations or improvements that is contingent with their analysis.
- c. Decision-Making Skills- Student will have the opportunity to make informed decisions with consideration of alternative options, prioritizing, goal-setting and the best interest of the program curriculum.
- d. Interpersonal Skills- Student will learn how to work in a team environment and establish positive working relationships with staff members.
- e. Leadership Skills- Student will learn how to manage and give effective feedback to program staff.
- f. Time-Management Skills- Student will learn to manage multiple priorities and be attentive to details.

### C. PERSONAL GROWTH AND DEVELOPMENT

- a. Soft Skills-The student will improve on soft skills such as critical thinking, problem-solving, communication, and leadership. He/she will enhance the skills necessary to interact effectively with others.
- b. Increased Confidence- Throughout the internship, our organization will strive to provide an experience in which the student will feel as though they have the capabilities and attributes to make a

difference in the lives of others. We hope that we can provide them with the tools to successfully achieve goals even when faced with adversity.

- c. *Intellectual Growth*- By utilizing the knowledge of our staff, and the resources available through Boys and Girls Club of America, we believe that this individual will be able to learn how to develop curriculum in a real-time environment.
- d. *Exposure to Cultural Diversity*- The student will be exposed to individuals of different races, religions, socioeconomic statuses, etc. Being exposed to cultural diversity will give the student experience in working with individuals of diverse backgrounds and perspectives. This will help in emerging the student's cultural awareness in the world.