



PITTSBURGH CARES
VOLUNTEERING MADE EASY

PITTSBURGH CARES
Pittsburgh, Pennsylvania
www.pittsburghcares.org

Position: Curriculum Development Intern

Organizational Overview

Pittsburgh Cares, a non-profit volunteer service organization, is part of the national Hands on Network (www.handsonnetwork.org). Founded in 1992, Pittsburgh Cares is a recognized, respected leader in volunteerism and community service in the Greater Pittsburgh region. Pittsburgh Cares has an active volunteer base of over 4,000 youth and adults and provides volunteers and capacity-building support to over 150 area community-based organizations. On average, Pittsburgh Cares coordinates between 60-75 service projects per month and logs more than 40,000 service hours annually.

Pittsburgh Cares increases community engagement through volunteerism and enhances the impact of regional service partners. For more information about Pittsburgh Cares, please visit www.pittsburghcares.org.

Position Description, Duties, and Responsibilities

The Curriculum Development Intern position is a part-time position and will report to and be supervised and evaluated by Pittsburgh Cares' Program Manager. The Curriculum Development Intern will work a flexible 5-20 hour week, with evenings and weekends as needed, in a business-casual office or partially remote position. (Details regarding hours and work location will be determined prior to the start of the internship.)

Compensation: The Curriculum Development Intern position is an unpaid position. Since the position may propose some travel to classrooms or participating agencies, Pittsburgh Cares will reimburse for parking and mileage with the proper receipts.

Internship Overview: To engage the Curriculum Development Intern in a meaningful internship with Pittsburgh Cares that focuses on programming, understanding the educational needs of surrounding school districts (public, private, and charter), and understanding the educational objectives within the non-profit sector and Pittsburgh Cares. The Curriculum Development Intern will produce a warehouse of sustainable lesson plans and activity kits for repetitive implementation by Pittsburgh Cares staff and/or adult and youth volunteers in regional classrooms of all ages. The internship will allow the intern to use a number of curriculum development skills, including original lesson plan and classroom activity kit development, topical research, resource management, and classroom practice. The applicant will understand the purpose of the curriculum development is to engage regional volunteers with regional teachers and students, to provide a positive, impacting experience for all involved, and to continue to grow new and existing relationships between Pittsburgh Cares and the surrounding school districts and participating volunteer groups.

Qualifications: Applicant should be a college student or college graduate with a degree in any field, be a U.S. citizen or resident alien, and have a demonstrated interest in volunteer service and community engagement (demonstrated by the candidate's own volunteer service, relevant courses or training, and/or hands-on work experience, whether paid or unpaid.) Specific skills required include the ability to develop and lead implementation of individual lesson plans or activity kits focused on generated themes (i.e. diversity, leadership, teambuilding, holidays), which may be carried out in a classroom or community-based youth group setting by Pittsburgh Cares staff and/or adult or youth volunteers. Applicant must be willing and eager to develop curriculum appropriate for a diverse collection of students, including all ages, backgrounds, origins, abilities, etc. Applicant must possess a strong work ethic, excellent writing and verbal communication skills, strong organizational skills, innovative creativity and resourcefulness, and the ability to present

work in a polished, timely, and professional manner. The Curriculum Development Intern should also be able to adhere to an established schedule, meet deadlines, use common office programs including Microsoft Word, Excel, Microsoft Publisher, and Microsoft PowerPoint and use e-mail and the Internet. The Curriculum Development Intern should be flexible with and tolerant of a diverse pool of volunteers, service partners, and cultural and professional styles.

Primary Responsibilities:

- To briefly research background information on surrounding school district requirements and expectations to guide curriculum development.
- To develop individual lesson plans or activity kits focused on generated themes (i.e. diversity, leadership, teambuilding, holidays).
- To lead volunteer groups through implementation of lesson plans or activity kits as needed in classroom or community-based youth group settings.
- To develop and maintain an organized, sustainable "warehouse" of lesson plans/activity kits and necessary materials within Pittsburgh Cares offices which can be easily accessed by Pittsburgh Cares staff.
- To train Pittsburgh Cares staff in utilization of developed curriculum/warehouse.

To Apply: Please email resume and cover letter to:

jknapp@pittsburghcares.org

Or mail to:
Jenna Knapp, Program Manager
Pittsburgh Cares
535 Smithfield Street, Suite 744
Pittsburgh PA 15222

No phone calls please.