

Kids and Cultures
Assistant Curriculum Developer – Holidays
Ongoing
Job Description

Task

To develop up to 365 activity-orientated web listings based on the holidays that children celebrate around the world.

Overview

Kids and Cultures (www.KidsAndCultures.com) is a non-profit educational organization that introduces children to world cultures. Current projects include multicultural storytelling assemblies, classroom presentations, curriculum materials, and a day camp.

Kids and Cultures is developing a new website (www.TodayIsASpecialDay.com) in which visitors can learn about a holiday that is being celebrated somewhere in the world each day. Each listing will include a summary of the holiday, related activities (games, recipes, etc.) that visitors can try, images, and links to more information.

Reports to

Timm Wenger, Public Relations and Administrative Coordinator

Duties and Responsibilities

1. To research holidays, countries, and cultures using the internet, libraries, and members of the community.
2. To identify and select appropriate world holidays to list on the website.
3. To identify and select child-friendly games, crafts, recipes, photos, links, and other activities related to the holidays.
4. To write the copy for each listing.
5. To identify national and state educational standards met by the activities.
6. To obtain permission to link to other sites and/or use images from other sites.
7. To maintain the website with up-to-date listings.
8. To assist with promoting the site.
9. To help obtain sponsors/advertisers for the site.

Requirements

1. Excellent written communication skills (English).
2. Access to and familiarity with the Internet and other research tools.
3. Ability to develop creative, hands-on activities.
4. Above average organization skills.
5. Ability to work within time constraints.
6. Willingness to learn how to use a web-based content management system and photo editor to upload text and images to the website.
7. Enthusiasm to learn—and help others to learn—about various cultures.

For more information, visit www.KidsAndCultures.com, or call 717-290-6948.