



# CURRICULUM COORDINATOR

## DEPARTMENT

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Community Service – 3005

*Work is completed Compassion Connect Main Office- 12135 SE Lincoln St, Portland 97216, and at multiple CYM group locations in the Portland Metro Area, depending on need*

**About Compassion Connect:** Compassion Connect is a small but growing nonprofit organization with headquarters in Portland, Oregon. Our mission is to unite Jesus followers from local churches to love and serve their neighbors by addressing challenging issues such as child sexual exploitation and access to affordable health care. These issues are daunting, but by working together and channeling the unique gifts and skills of each individual in the body of Christ, we can make a difference.

## QUALIFICATIONS

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**Must be eligible for Federal Work Study funding (refer to your Financial Aid Offer Letter on MyWP)**

Basic Skills Required:

- Highly organized
- Self-motivated, able to work independently (with support)
- Highly relational
- Enjoys working with youth (experience in this area a bonus)
- Ability to see needs and step in to meet those needs
- Ability to work well within a team and accept responsibility for your role

## DUTIES

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### Position Description:

Compassion Youth Mentoring (CYM) brings together local churches and individuals to prevent the sexual exploitation of children through after school mentoring groups that take place all over the Portland metro area. For CYM groups to run smoothly, volunteers and mentors need to be well-supported and equipped. This position will support mentors and volunteers through assisting in planning and coordinating weekly activities and curriculum. The curriculum coordinator will work with a specific CYM group and its mentors to help plan activities (crafts, food, discussions, etc.) and create helpful tools to keep track of weekly plans.

### Key Responsibilities/ Projects

- Function as small project director and/or support in the areas of:
- Attending specific CYM groups to get a feel for what the youth enjoy, which will help in researching and planning activities
- Looking through existing CYM resources/curriculum and researching new ideas to develop plans for CYM group activities
- Researching, creating, or utilizing pre-existing tools (calendars/weekly schedules) to implement for mentors and volunteers to keep track of what they are doing
- Coordinating with and assisting mentors and volunteers to make plans for each week

### Goals & Objectives

- Gain exposure to an anti-exploitation ministry, including direct involvement with youth being served
- Learn how to successfully equip and support volunteer mentors and volunteers
- Gain practical knowledge on how to best research, assess, and implement programs and curriculum

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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10 hours per week

## CONTACT

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