

Curriculum Writing Volunteer Opportunity

ABOUT THE BE THE BE KIND PEOPLE PROJECT® (BE KIND)

BE KIND is a 501 (c) 3 non-profit focused on initiating positive social change in elementary and middle schools by promoting kind and healthy lifestyles. Our mission is to improve the learning environment by supporting student success and building a generation of respectful, responsible, healthy, and caring citizens and leaders. BE KIND's unique programs provide an innovative framework for youth development that integrates social, emotional, academic, and health education.



POSITION DESCRIPTION:

The Curriculum Writing Volunteer Opportunity allows participants to take part in educational content writing, proofreading, and research as part of The BE KIND School programs. This individual works directly with the curriculum team managers to support online academic programs related to character education and health and wellness. The individual will complete tasks including educational content research, writing, proofreading, and basic formatting. The ideal volunteer should have excellent time management skills, attention to detail, and experience creating educational materials. This individual will collaborate with a team and efficiently manage their time to contribute to the completion of the 2025-2026 online academic curriculum resources.

THIS OPPORTUNITY MAY SUIT:

1. Educational content writers
2. Proofreaders
3. Graphic designers
4. Researchers to help with program development

KEY RESPONSIBILITIES CAN INCLUDE:

- Researching concepts related to character education
- Creating engaging lessons, activities, games, and worksheets rooted in character education
- Proofreading team members' documents and leaving constructive criticism
- Collaborating with the content writer team on academic curriculum materials
- Making necessary edits to their own documents
- Completing basic formatting requirements of materials related to 2025-2026 BKPP offerings
- Working on graphic design projects and formatting, as needed
- Gathering and analyzing data for program development purposes

QUALIFICATIONS & SKILLS:

- Strong organizational skills
- The ability to manage deadlines
- Excellent written and verbal skills
- Proficiency in Microsoft Excel, Outlook, Word, PowerPoint, SharePoint, and OneDrive
- Attention to detail and critical thinking skills
- Manages time and tasks efficiently

BKPP offers volunteer opportunities, as well as paid and unpaid internships based on qualifications and experience.

To apply, please send your resume and cover letter to haley@bkpp.org.