



Building Youth, One Boat at a Time

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Request for Proposal Curriculum Consultant

About Urban Boatbuilders

Urban Boatbuilders is a youth development organization whose mission is “to empower youth to succeed in work and life through woodworking and experiential learning.” We serve more than 1,000 youth each year. Through our Partnership and Apprenticeship Programs, youth develop technical woodworking skills, social and emotional learning skills, and a connection to their local waterways.

Our Commitment to Diversity and Inclusion

We believe that diverse perspectives and backgrounds create a rich work environment that enhances our ability to pursue our mission and support youth. We are committed to building an organization that fosters inclusivity and equity among members of the community. Urban Boatbuilders actively seeks a diverse pool of candidates for all positions.

Scope of Work

Project Duration

March 5 - August 3, 2018

Project Description

The curriculum consultant will create deliverables and facilitate the process by which Urban Boatbuilders can document its current curriculum and design new curricula for the growing youth programs. The curriculum consultant must be able to facilitate a process that includes trainings for instructors on curriculum writing, coordination and quality control of instructor curriculum documentation, and weekly meetings with a project liaison to move the project forward and edit deliverables.

Project Deliverables

Curriculum and Class Planning Tool - A resource for all Urban Boatbuilders instructors that aids in planning pacing, sequence, project structure, outcomes, and curriculum content.

Curriculum Building Resource - includes a standard format to document curricula and lessons, documentation of recent curricula, and resources for curriculum planning and best practices.

Curriculum and Class Planning Tool

The Curriculum and Class Planning Tool will aid the instructors in the following:

Class Sequence Tool- To facilitate the instructor sequencing and pacing of the following areas of curriculum:

- Social and emotional learning/ Team building objectives
- Boat building targets
- Building/ applied STEM concepts and lessons

Weekly Planning Tool- To support instructors in identifying, organizing, and planning the weekly flow of the class including:

- concepts introduced/focused on that week (building/ applied STEM skills and social and emotional skills)
- components of weekly routine (connect, plan, build, reflect)
- weekly build goals

Daily Lesson Plan Tool- To facilitate the easy organization of daily activities including:

- Outline and structure concepts being introduced that day/ discussion being facilitated
- Outline daily build goals and prep needed before class
- Identify and outline daily components such as opening questions, closing reflections, facilitated games and activities related to the build skills, team building, and/or social and emotional skills
- Organized notes and reflection space for instructor- what worked, what didn't, where did the class leave off in the build
- Clean outline of components of comprehensive and effective lesson (i.e. clean and clear concepts communicated x, y, z way; activity to apply concept; activity to build upon new concept/ discuss/ reflect upon new concept)

Curriculum Building Resource

The Curriculum Building Resource book should facilitate the documentation and access to curriculum resources in the following ways.

Part 1: Create Format

Create a user friendly format for UBB instructors to store successful teaching tools, lesson plans, and games. This format should allow for UBB instructors to easily document facilitation tools in order to offer these tools as a resource to other instructors. Format should offer clear instructions of how to successfully document using the facilitation tool.

Tool should include the following resources:

- Documentation of opening/ introductory questions
- Documentation of team building games/challenges
- Documentation of reflection questions
- Lesson plans and activities for teaching specific Building/ applied STEM skills and social and emotional skills
- Format for lesson plan resource manual

Part 2: Organize and implement the collection and the documentation of existing facilitation tools/techniques/lessons etc. Educate instructors on how to use the created tools and how to document new tools and lessons plans for the resource book.

Facilitation tools to be collected and organized include:

- SEL lessons/facilitation tools
- Workplace readiness lessons/facilitation tools
- Applied STEM/ Tech Ed lessons/facilitation tools
- Team building lessons/facilitation tools
- Conflict resolution and communication lessons/facilitation tools

Part 3: Resource Research

Research resources for facilitation tools outside of Urban Boatbuilders. Provide a collection of resources that Urban Boatbuilders staff can pull from when facilitating the above topics. Include assorted media on best practice, successful facilitation tools and techniques, lists of important and effective youth work trainings in the Twin Cities.

Terms of Contract

Length of project: March 5 - August 3 , 2018

Compensation: Please submit a bid in your proposal based on project demands and foreseeable expenses.

Proposals and Deadlines

Please submit a proposal by Monday, February 26, 2018 including:

- Estimated number of hours anticipated to complete the project
- A timeline for the project with benchmark deadlines within the constraints of the project period
- Up to 3 samples of past curriculum writing and workshop facilitation in the field of education
- Qualifications and experience with experiential/hands on education, SEL curriculum, environmental education, technical education

To Apply

Please email your resume, cover letter, curriculum samples, the above proposal, and 2-3 professional references to Collette King at hr@urbanboatbuilders.org by Monday, February 26, 2018.

Evaluation and Award Process

Urban Boatbuilders will select a candidate based on the following criteria:

- Experience in curriculum writing (2+ years required)
- Experience with coordinating and designing group trainings and facilitating educator trainings
- Ability and history in collaborating successfully on group projects

- Experience in the following fields preferred: SEL facilitation, experiential education, outdoor/environmental education, technical

The candidate must also demonstrate attention to detail, organization, exceptional communication skills, ability to think critically and execute on projects, and ability to give and receive feedback.