

IIDA HQ has developed an educational pipeline program, “Design Your World”, where the career of commercial interior design and adjacent careers, are introduced to the local high school aged students (13-17 years of age). Since 2021, this program has been successfully held in Chicago (2021, 2022), Miami (2022) and this summer, St. Louis becomes the third city to offer this unique program to local youth.

Planning and preparation of the class curriculum will be led by a team that will include a TBD design professional and/or educator and class Teaching Assistant. To provide as many opportunities for exposure to design professionals, IIDA Gateway and IIDA HQ are developing plans to enrich the experience of the selected 15-20 students to understand what interior design is, why interior design is important, what the different skills and facets involved are as well as local field trips, workshops, guest speakers, and a final team project.

As IIDA Gateway Chapter members and Board members, we understand the benefit of educating our diverse community in the career of Interior Design – this is your opportunity to support the program and share your expertise over the course of the 2-week program hosted in July. Final Details to come at a later date.

Below you will find the positions we need to fill along with their descriptions. Complete the [Google Form](#) and attach a current resume by **March 17th, 2023** to get involved! Each position may have multiple candidates. IIDA Headquarters will conduct interviews and make final decisions for all positions. All volunteers will be subject to background checks that will be done via IIDA HQ. Reach out to Emily Capelle Jackson, VP of Community Impact at [impact@iidagateway.com](mailto:impact@iidagateway.com) for questions. Emily will serve as the liaison between IIDA Gateway and IIDA Headquarters.

### **Volunteers**

Number of Positions: 20, Volunteer

Commitment: 2-3-hours

Description: To support the program by serving as a classroom assistant for one day out of the program. You will provide assistance to the class instructor and TA; answer questions students may have and assist in the daily exercise as assigned by the instructor.

### **Presenters**

Number of Positions: TBD, Volunteer

Commitment: 30-60-minute presentation

Description: Within the curriculum plan will be the opportunity to come in and present to the class. The presentation that would reinforce the curriculum/task for a select day. Speakers will discuss their specific role and responsibilities relating it to the course curriculum as noted.

**Instructor**

Number of Positions: 1, Paid hourly, determined based on experience and expertise (\$25/hour being the base rate).

Commitment: Full Time, 2-weeks, daily Monday through Friday, five instructional hours per day. Additional hours are allotted for planning, recruitment, professional development, and meetings. Exact program meeting days/times are flexible, with some restrictions, so long as instructional hours are met.

Description: Teach a commercial interior design program and program management to high school participants (15:1, Instructor: Teen Ratio) in the 2023 cycle and possibly beyond.

**Major Duties and Responsibilities:**

- The program curriculum and plan is laid out for the 6-week program with the instructor being responsible for condensing the program to fit the 2-weeks allotted for the program. The instructor is responsible for the flow of each week's lessons based on their unique perspectives.
- Expose a diverse group of teen participants to various facets of content area-specific industry while fostering a positive, safe, and collaborative atmosphere for all teen participants.
- Maintain knowledge of current industry trends, technology, and concepts.
- Prepare, organize, and supervise interactive, teen-led activities in the content area.
- Develop, plan, and implement high-quality related field trips, master classes, events, and guest visits to enhance instruction and training.
- Provide supervision during program field trips and other youth engagement opportunities.
- Attend all planning and program dates, including: Instructor orientation, professional development workshops, meetings and other required sessions.
- Participate in the recruitment, interview, and selection process of teen program participants.
- Manage and track program activities such as attendance, interview outcomes, enrollment and evaluation surveys.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Demonstrated practical knowledge of the content area.
- Creative problem-solving skills.
- Customer service skills; ability to effectively communicate with a variety of stakeholders (teen participants, parents, IIDA HQ and chapter staff, vendors, etc.).
- Cultural competence.
- Ability to manage 15-20 students and guide them through a scaffolded learning program.

**Qualifications:**

- Foundation of design teaching experience at the K-12 or early college/college level.
- Understanding of basic elements of interior design education and benchmarks.
- Experience working in a field relevant to the content area is required.
- Familiarity with specific St. Louis neighborhoods preferred.
- Experience teaching, specifically teenagers, is highly preferred.
- Commitment to diversity and inclusion is required.

### **Teaching Assistant**

Number of Positions: 1, Paid a flat stipend of \$250/week

Commitment: Full Time, 2-weeks, daily Monday through Friday, five instructional hours per day

Description: Tasked with specific areas of support by the course instructor and will lead specific exercises dictated by the course instructor.

#### Major Duties and Responsibilities:

- Expose a diverse group of teen participants to various facets of content area-specific industry while fostering a positive, safe, and collaborative atmosphere for all teen participants.
- Maintain knowledge of current industry trends, technology and concepts.
- Prepare, organize, and supervise interactive, teen-led activities in the content area.
- Provide supervision during program field trips and other youth engagement opportunities.
- Manage and track program activities such as attendance, interview outcomes, enrollment.
- Other duties as assigned.

#### Knowledge, Skills, and Abilities:

- Demonstrated practical knowledge of the content area.
- Creative problem-solving skills.
- Customer service skills; ability to effectively communicate with a variety of stakeholders (teen participants, parents, IIDA HQ and chapter staff, vendors, etc.).
- Cultural competence.
- Ability to manage 15-20 students and guide them through a scaffolded learning program.

#### Qualifications:

- Understanding of basic elements of interior design education and benchmarks.
- Enrollment in college interior design or architecture program
- Familiarity with specific St. Louis neighborhoods preferred.
- Experience supervising and interacting with teens.
- Commitment to diversity and inclusion is required.