

2023 IYNA Content Developer Contract

March XXth, 2023

Individual for Hire: TO BE DETERMINED

Current Executive Director: Khayla Black, kblack@youthneuro.org

Hello,

Thank you so much for signing up to be a Content Developer for the International Youth Neuroscience Association. The International Youth Neuroscience Association (IYNA) is a 501(c)3 registered nonprofit dedicated to providing opportunities for and inspiring the next generation of neuroscientists.

Your role as a content developer will be to work for our Summer Course Project titled Youth Neuroscience. For around four years, the IYNA has been developing a curriculum that we call the MYELIN curriculum. Last year is our official launch of the MYELIN curriculum, and this year, we are aiming to continue its development. This curriculum has been developed by high school, undergraduate, and graduate students. Your role is to review and revise this curriculum according to stages provided by the summer program head.

Your work will predominantly be during the months of April, May, and June. You will be expected to commit three hours per week from April 1st - June 30th. The payment for this position is \$20.00 per hour for the duration of these three months. The IYNA will not fund transfer fees for this payment. You may choose if you would like the money in one installment at the end of three monthly installments. Any wire or transfer fees will be the responsibility of the content developer to cover. Please note that the amount of work to be done per hour will be coordinated weekly with the executive director. If the executive director feels the amount of work being achieved does not meet the expectations for the time allotted, the executive director has the right to refuse payment for said hours.

Trial Period: Please note that the duration of this contract is applicable only subsequent to a one-month trial period in which you will be expected to follow through with the responsibilities, terms, and conditions outlined in this contract for 30 days. If you succeed in maintaining the position for the month-long period, you will be extended to the year-long position.

Skills gained: After serving in this position for one year, you will have developed 10 lecture slides, developed 5 homework problem sets, and will have revised 15 recitation slide shows that will be used in our Youth Neuroscience summer program to educate hundreds of students.



Responsibilities:

- Prepare recitation slides for TAs
- Approve edits to slides from lecturers
- Put together premade problem sets for students
- Develop answer keys for problem sets for TAs
- Create a system to gather feedback from lecturers, TAs, and students regarding their experience with the materials
- Develop a system to implement this feedback to improve the slides, recitation materials, lectures, and problem sets
- Engage in discussions via discord regarding the development of the materials on a regular basis

Requirements:

- A bachelor's degree in neuroscience or biology with a specialization in neuroscience. A degree in medicine alone does not qualify for this position. Graduate students will receive higher priority, but it is not required that you be in graduate school to apply for this position.
- Applicants must have completed a minimum of the following coursework at an accredited university: basic biology, chemistry, and physics courses, an introductory neuroscience course, an advanced biology course (e.g. molecular and cellular biology, organismal biology, physiology, etc.), and 3 neuroscience electives. These courses must be passed with the equivalent mark of a 3.0 on a 4.0 grading scale.
- Applicants must be comfortable making aesthetic and informative presentations, homework assignments, and answer keys.
- Applicants must be familiar and comfortable reading scientific literature.

Reporting Hours: You are expected to report your hours. We have no way of checking these, so we rely on your honesty. However, your supervisor does have the right to decline payment for suspicious activity. For example, if you report that making one slide took you 20 hours, your supervisor is allowed to call this into question and refuse payment for these weeks if appropriate. You should report your hours to your supervisor weekly via email. Your email should contain the subject line "Reported Hours for mm/dd/yy" where this date is the last day of the week you are reporting. In this email, please provide a brief description of what you have accomplished, how long you have worked on this task, and relevant links.

Time Off: The Content Developer may take up to 2 non-consecutive weeks off over the span of this 3 months. You must provide us at least 2 week's notice before taking a week off. This is subject to leeway only if you encounter emergencies, sickness, or other unprecedented circumstances.

Consequences of Breaching Contract: This position requires three hours a week of work for the duration of the three months with the exception of the allotted weeks off. Moreover, you are expected to follow through with the contents of this contract. If you are found to consistently fail to abide by these expectations, we maintain the right to terminate your position.

Non-Compete, Non-Disclosure, and Non-Solicitation: As a volunteer at IYNA, you recognize that our organization is unique in its initiatives, content, and evaluation materials that are property of the organization/partnerships as relevant. You agree not to use the IYNA materials acquired for disclosure outside of the organization, for personal benefit, or for a non-partner organization. We trust that you will respect our content and confidentiality adjacent to it.

Position Acceptance: If you understand and agree to the above terms and conditions, please sign and return this volunteer contract to svejandla@youthneuro.org within one-week. Accepting this volunteer offer means you will abide by the IYNA's terms and conditions described. Once you have returned the offer, you will receive further correspondence and clarification on your role, including assigned tasks for the trial period and onboarding requirements (e.g. acquaintance with IYNA documents and conventions).

The executive director maintains the right to provide feedback to all employees in a professional manner. This is to be restricted to professional information that is constructive for the volunteers achieve their goals and expectations in the organization. If at any time the Content Developer feels this is being violated, this may be reported to the Board Chair and will be handled accordingly. The Content Developer has is expected to have all event ideas approved by the Executive Director prior to pursuing. The Executive Director must also be looped in on the methods being used to execute these events. The Executive Director maintain the right to override decisions if they feel that the activity in question does not fit with the IYNA's mission and values. Once the initial training period is over (duration to be decided by the Content Developer and Executive Director), the Content Developer should have free reign over communications with ongoing events that reflect discussions with the Executive Director accordingly. The work done will be evaluated through meetings and metrics agreed upon by both parties to measure success.

This contract is valid until its end date. This means the Content Developer, upon signing, is committed to completing this position through it's end date and is only allowed to violate the terms of this contract upon emergency circumstances. This must still be reported to the Operations Head. This also means the Executive Director cannot terminate this position unless the Social Media Manager violates the terms of the contract.

By signing this contract, you are agreeing to work as the IYNA's Content Developer until DATE. You agree to abide by the rules stated above and to respect the weekly time commitment of 3-4



hours per week. You are committing yourself more broadly to work diligently towards the IYNA's mission and will do your best to achieve that in your time at the organization.

Signature of Social Media Manager for Hire

Date

Signature of Guardian if under 18

Date

Signature of Executive Director

Date