

Position Title: Junior Sewing Programs Coordinator

Organization: The Creativity Shell

Location: Kingwood, TX (On-site)

Schedule: Mondays, Wednesdays & Fridays, 8:30 AM – 3:30 PM (6.5 hours/day)

About the Creativity Shell

The Creativity Shell is a nonprofit organization that uses creative arts such as sewing, cooking, art, and STEAM to teach life skills, support mental health, and inspire the next generation of makers. Our programs are taught in schools, shelters, libraries, and our studios, reaching children of all ages and backgrounds.

Position Overview

The **Junior Sewing Programs Coordinator** will oversee and support the Creativity Shell's sewing programs, including Beginners, Intermediate, Mobile Sewing Classes, Homeschool Sewing, Plushies, Creative Critters, Camps, and Sewing Workshops. This role combines program coordination, pattern design, teacher support, and direct instruction. The ideal candidate will have strong sewing skills, creativity, digital design ability, and the organizational skills needed to ensure high-quality programs for both students and teachers.

Key Responsibilities

Program & Curriculum Development

- Design and create original sewing patterns and projects for 12-week programs.
- Digitally develop instructional materials (graphics and written guides) for teacher training.
- Interpret and execute program concepts from the Program Director, transforming them into patterns and projects.
- Draft, test, and digitize sewing patterns using tools such as Canva.
- Archive paper copies of patterns for documentation and future use.
- Finalize **two original patterns per month** for sale in the Creativity Shell's digital library.

Program Operations

- Pull and prepare fabrics for patterns to be cut.
- Cut and organize patterns into kits for teachers and classes.
- Ensure all sewing teachers have access to training materials and understand new projects and patterns.
- Support classes including Beginners, Intermediate, Mobile, Homeschool, Plushies, Creative Critters, Camps, and Workshops.

Teaching & Student Engagement

- Teach at least one sewing class regularly to stay connected with students, projects, and new trends.
- Provide mentorship and guidance to students across age groups and skill levels.

Qualifications

- Strong sewing skills, including the ability to draft and replicate patterns.
- Experience designing and creating original projects.
- Proficiency in digital design tools such as Canva.
- Strong organizational and documentation skills.
- Patience, kindness, and passion for teaching children.
- Ability to manage multiple projects and deadlines.
- Creative thinker with the ability to bring fresh ideas to sewing programs.
- Attention to detail is a MUST!
- Previous teaching or program development experience is a plus.

Compensation

- Hourly pay commensurate with experience.
- Supportive and creative work environment.