

SCOPE OF WORK

Organization: Eluna

Project Title: E-Learning Mentor Training

Program: Camp Mariposa

Contract Type: Fixed Price

Timeline: TBD

Organization Description

[Eluna's](#) mission is to support children, teens and families impacted by grief or addiction. Founded in 2000, we offer community-building camps, interpersonal connections and a continuum of support for youth and families. Eluna's signature programs including [Camp Mariposa](#), an addiction prevention and mentoring program for youth ages 9-17, are provided at no cost to youth and families. Eluna is a 501 c 3 non-profit organization.

Project Overview

Eluna is seeking an experienced e-learning consultant to collaborate on revisions to two existing Articulate Storyline courses.

- Module I: Orientation to Camp Mariposa: Learner Completion Time 1 hour
- Module II: Adopting a Mentoring Mindset: Learner Completion Time 45 minutes

The consultant will work closely with our team to strengthen the existing modules for excellent learner experience. The consultant will be responsible for the following revisions:

- Updating the AI audio generated voice on select slides, as determined by Eluna, to ensure appropriate pausing and flow. Updates would include pausing on select sentences for 20 slides. – **High priority**
- Updating the current modules to use the media player navigation for learner progression. Module currently has a Back and Next button that was created for slide navigation. – **High Priority**
- Update Module I allowing learners to select which section they review first. Currently set-up for learners to review sections in a sequence order. – **High Priority**
- Creating a new course template in accordance with the Camp Mariposa brand. The template must include 4 slide types. Eluna will provide the organization's brand book, logos, and current slide samples and general recommendations.
- Transitioning the current e-learning modules to the new course slide template while ensuring the learner uses the media player navigation buttons.

The ideal candidate will have:

- A background in e-learning course design and development using Articulate Storyline
- The ability to effectively work and collaborate with the Eluna team
- The ability to meet the project deadline

- Ability to enter an Independent Contractor Agreement with Eluna and fulfill contract obligations

For E-learning Consultant Only:

Please include a summary of your estimated costs and number of hours for each bullet point area. This will help the Eluna team decide on project priorities based on funding.