



Volunteer Service Description

Service Title: Assistant Instructional Designer

Reports to: Training & Development Manager

Who: You are a knowledgeable, reliable volunteer interested in helping us create professional-quality training materials for our new hire and continues training programs.

We are looking for an **Assistant Instructional Designer** who uses a variety of skills—writing, web design, graphics, collaboration, planning, plus knowledge of how people learn. You will have the opportunity to be creative while helping new employees become caring educators and mentors to at-risk kids. It would be valuable if you had experience in various Microsoft Office functions for creating facilitator and participant guides, interactive PowerPoints, and Job-Aids

What: Depending on availability, the Assistant Instructional Designer may do some or all of the below:

- Work with Subject Matter Experts to identify what employees need to learn.
- Use existing training materials as guides for creating new ones.
- Develop objectives and ensure content matches those objectives.
- Revise and rewrite content to shape it for learning needs.
- Structure content and activities for participant learning.
- Create media to support learning (e.g., visual aids for face-to-face, various multimedia for self- paced e-learning)
- Create materials to support learning (e.g., job-aids, facilitator guides, participant guides)
- Develop assessments (note that this does not only mean tests)
- Adapt instructional materials created for one format to another format (usually this will include turning old presentation into better learning experiences)

Why: IYR creates promising futures through courageous transformations. Your time allows us to better serve the kids and families in Idaho and help them find their promising future.

Where: IYR Program Admin Offices

7025 W Emerald, Suite A

Boise, ID 83704

When: Your choice of hours and days with the option to work remotely and or at our offices.

How: In order to volunteer for this opportunity, you will need to:

- Be at least 18 years old.
- Submit application
- Submit to a criminal background check
- Complete interview
- Comply with all Idaho Youth Ranch Volunteer Policies and Procedures.