



Volunteer Service Description
Assistant Instructional Designer- Job-Aids
Reports to: Training & Development Manager

Who: You are a knowledgeable, reliable volunteer who would like to help us create professional-job-aids.

We are seeking an **Instructional Designer-Job Aids** that will assist us in designing job aids that will reduce avoidable mistakes by helping employees remember what to do when they perform a task. It would be valuable if you had experience in various Microsoft Office functions including MS-Word, PowerPoint, Publisher, Visio, and Excel. You will have the opportunity to be creative while helping new employees become caring and effective educators and mentors to at-risk kids.

What: Depending on the project, the Assistant Instructional Designer working on Job-Aids may do some or all of the below:

- Apply the Idaho Youth Ranch Policy and Procedures
- Conduct task analysis with subject matter experts.
- Create a variety of job aids based off the needs and action steps in the task analysis. These may include:
 - Checklists
 - Decision tables
 - Flowcharts
 - Procedures
 - References
 - Worksheets
 - Online Apps

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.