



RISE Assistant Coordinator:

Position Logistics:

Location: Boise, Idaho IRC location [7291 W Franklin Rd, Boise, ID 83709](https://www.rescueglobal.org/locations/boise)

Start Date: June 2020

Time Commitment: 10-15 hours/week

This position reports to: Youth Success Specialist

Where to apply: <https://rescueglobal.secure.force.com/volunteer/>

Please submit a resume and cover letter.

Important Note: This is an unpaid internship.

Background:

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

Scope of work: The Youth Program at IRC helps refugee youth integrate into the Boise community through extended case management, year-round swim education programming, college readiness preparation, and school integration activities.

Project Description: RISE (Refugees in Swim Education) is a partnership between IRC Boise and the YMCA that provides high quality instruction in lifesaving swim skills to youth ages 4-18 throughout the spring, summer, and fall. This position will support the Youth Success Specialist in the planning, preparation, and facilitation of the fall swim program for youth ages 15-18 years old.

Essential Position Functions:

- Recruitment: update and distribute recruitment materials to prospective participants
- Enrollment: track participants' program applications and update program roster

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- **Logistical Support:** Assist with gathering program supplies and help manage correspondence with volunteers
- **On-site Facilitation:** Assist with the supervision of swim participants during the swim program (take attendance, help transition youth in and out of pool, etc.)

Requirements:

- Must be available Monday-Thursday afternoons (3pm-6:30pm) through August to the end of November
- Able to pass full background check
- Knowledge of Excel, Google Docs, and basic computer literacy

Preferred:

- Owns a vehicle; willing to use personal vehicle to transport program supplies

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