# ICBVI VISTA Summer Programs Staff

## Non-Classified Classification

### [Idaho Commission for the Blind & Visually Impaired](http://www.icbvi.state.id.us/)

**Open for Recruitment:** February 6, 2024, until all slots are filled
**Salary Range:** $19.50 per hour

**Location(s):** Boise

**Positions:** these vary between three (3) and six (6) weeks.

**SPECIAL NOTIFICATION:**  **This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.**

VISTA Summer Program (VSP) staff work to support the VISTA Visually Impaired Experiencing Work Program (VIEW), and Work Readiness Camp under the Idaho Commission for the Blind and Visually Impaired (ICBVI). These two programs are run by permanent staff and guest presenters. VSP staff will be responsible for running Daily living, recreational activities, job skills and dorm life.

**ICBVI VISTA Summer Program Descriptions**

**The VIEW** Program is a five-week program facilitated by Idaho Commission for the Blind and Visually Impaired (ICBVI) for participants who are 15-21 years of age, are enrolled in formal education, and are functioning at or near their grade level. Participants are from all areas throughout the State of Idaho. The program involves one week of job skills training, four weeks of paid work experience, recreational and social opportunities, and practice in activities of daily living skills. Local Boise employers and ICBVI work closely together to develop job placements that fit each student’s needs, experiences, and abilities. Housing is provided, for the participants, at the Boise State University Suites.

**The Work Readiness Program** is a four-day program for students between the ages of 14 and 16, run by the Idaho Educational Services for the Deaf and Blind (IESDB). Participants will take part in work readiness activities throughout the week including but not limited to preparing for employment and activities of daily living.

VISTA Summer Programs Staff will be supervising the activities of daily living, recreation, job skills and dorm life for the participants. All shifts are available, including evenings, nights, and weekends. These positions are temporary, and vary between 3-6 weeks in duration, from June 10, 2024 to July 20, 2024, **including one week of required training**.

Benefits are not available with these temporary positions.

**The successful candidates will be required to complete a criminal history background check. Employment is dependent upon satisfactory results of the CHBC.**

## Staff Position Responsibilities:

*These programs require staff involvement 24 hours per day, 7 days a week. Most shifts are eight hours (Shifts will vary).*

### Suite Mentor- Evening/Weekend Shifts

* Provides individualized support for assigned student suite
* Hosts weekly student suite meetings
* Reviews special weekly topics with assigned student suite
* Completes weekly student reports
* Provides driving services when necessary \*

### Health Assistant-Overnight Shifts

* Collects and organize all student medications
* Provides access to student medication upon request Maintains Medication Log
* Helps take temperatures and administer COVID tests when necessary
* Helps enforce quiet hours
* Provides driving services when necessary \*

**Shift Lead- Day/Evening/Overnight/Weekend Shifts**

* Maintains communication between other shift leads
* Is responsible for completing Daily Log entries
* Is responsible for completing Incident Reports
* maintains a cohesive team during shift
* Encourages staff to work with students on their hobbies or planned activities
* Is responsible for staff phone
* Completes weekly vehicle checks to ensure cleanliness
* Keeps track of scheduled events and informs staff when one is approaching
* Provides driving services when necessary \*

**Meal Coordinator- Evening/Weekend Shifts**

* Works with students to complete a weekly meal plan and assists with selecting appropriate recipes
* Purchases food items for weekly meals
* Manages evening meal flow
* Manages Food Inventory
* Informs students each week what team they are on (set-up, cook, or clean-up)
* Provides driving services when necessary \*

### Job Coach-Weekday Shift

* Coaches on independent use of public transportation and community traveling
* Coaches on employment skills
* Provides on the job support \*
* Coaches assigned student on completing time cards
* Completes Weekly Student Job Report
* Provides weekly feedback to assigned student on their growth and areas to work on
* Provides driving services when necessary \*

## Required Qualifications:

* Have excellent communication and social skills
* Have ability to enforce program rules as needed
* Be at least 21 years of age

Previous experience working in a summer program, working with adolescents, and CPR/First Aid certification are a plus.

## To Apply:

Please submit a cover letter and resume with contact details for at least three (3) references to:

Idaho Commission for the Blind and Visually Impaired
 Attention: Alison Steven
 341 West Washington
 PO Box 83720
 Boise, Idaho 83720-0012

You may also e-mail your letter and resume to alison.c.steven@gmail.com or fax to (208) 639-8377

Announcement will remain open until all positions are filled, or June 5, 2024, whichever comes first.

Please note that interviews will begin in mid to late March.

If you need additional information, please contact:

Alison Steven

(208) 789-6378

Alison.c.steven@gmail.com