



Position Title: Audio Editing Assistant

Number of Positions Available: 1

Purpose: Edit audio files to improve quality and expedite client requests.

Location:

Cleveland Sight Center, 1909 East 101st Street, Cleveland OH 44106 (personal headphones required)

May also choose to volunteer from home.

Key Responsibilities:

- Edit audio files of books. Format to remove mistakes and page turning noises.
- Return materials to Media Specialist within assignment timeline (edit one file per sitting).
- Edit additional materials as requested.

Qualifications:

- Basic understanding of Audacity software (or similar audio editing software).
- Access to computer capable of running editing software
- Ability to commit to 2-4 hours of audio editing per week.
- Successful completion of a background investigation.
- Complete mandatory Cleveland Sight Center Volunteer Orientation.

Commitment:

- Occurrence: Ongoing

Age Requirement: 16+

Dress Code: Casual

Training/screening:

- Volunteer Orientation at Cleveland Sight Center.
- Soft editing guidance available as needed.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____