

**Position Title:** Braille Transcriber

**Purpose:** To transcribe print material into braille documents.

**Location:** The Cleveland Sight Center, 1909 E. 101st Street, Cleveland

**Key Responsibilities:**

* Transcribe print material into braille documents.
* Assist with other projects as needed

**Qualifications:**

* Successful completion of a background investigation.
* Complete mandatory Cleveland Sight Center Volunteer Orientation.

**Commitment:**

* Occurrence: Periodic/As needed
* Ongoing

**Age Requirement:**

**Dress Code:** Business Casual

**Training:**

* Cleveland Sight Center Volunteer Orientation
* Sighted Guide Training