



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.

Qualifications:

- To become a Certified Braille. Cleveland Sight Center staff can assist with the certification process.
- Successful completion of a background investigation.
- Complete mandatory Cleveland Sight Center Volunteer Orientation.

Commitment:

- Occurrence:
- Ongoing

Age Requirement:

Dress Code: Business Casual

Training:

- Cleveland Sight Center Volunteer Orientation
- Sighted Guide Training

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____