



Position Title: Braille Transcriber **Number of Positions Available:** 25

Purpose: Transcribe print material into braille.

Location:

- Can be done remotely from home or at Cleveland Sight Center.
- Most communication is done via email and online project management.

Key Responsibilities:

- Transcribe print material into braille documents using official UEB standards.
- Assist in embossing and assembling materials
- Assist with other projects as needed

Qualifications:

- Successful completion of a background investigation.
- Must be certified in UEB Literary Braille by the Library of Congress
This course is free and CSC can connect you with resources to obtain certification. Course content can be viewed at: <https://nfb.org/braille-transcribing>
- Certification in Nemeth (Math), Music, Proofing or Foreign Languages a plus!

Commitment: Materials are time-sensitive; commitment to a project includes completion by due date

Occurrence: As needed/Ongoing

Age Requirement: 16+

Dress Code: Business Casual

Training:

- Cleveland Sight Center Volunteer Orientation
- Sighted Guide Training
- Library of Congress Transcription course

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____