



Position Title: Low Vision Clinic Assistant

Number of Positions Available: 1

Purpose: Provide administrative support to Support Low Vision Clinic staff.

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

Key Responsibilities:

- Initiate reminder phone calls for upcoming appointments.
- Contact Doctor's offices to gather needed records.
- Clerical duties such as scanning, chart preparation and mailings.
- Other duties as assigned.

Qualifications:

- Strong Communication Skills.
- Ability to demonstrate professionalism and build rapport via telephone.
- Capable of working autonomously to complete tasks.
- Enjoy helping others.
- Basic computer skills.
- Willingness to ask questions.

Commitment:

- Weekly Mondays
- Ongoing
- 2-3 hour shifts

Age Requirement: 18+

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____