



Position Title: Administrative Support - Employment Services **Number of Positions Available:** 1

Purpose: Optimize time and resources of Employment Services at Cleveland Sight Center by offering support to administrative projects.

Location: Cleveland Sight Center, 1909 E. 101st Street, Cleveland, OH 44106

Key Responsibilities:

- Create, label and organize hard copies of file folders.
- Identify, sort and file documents by type and client name.
- Other relevant duties as assigned.

Qualifications:

- Strong organizational skills.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.

Commitment:

- Occurrence: 1-2 hours weekly

Age Requirement: 16 +

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____