



**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. 101<sup>st</sup> 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:**

- Mondays or Friday's
  - Morning Shifts preferred, but some flexibility in schedule available.
- Ongoing

**Age Requirement:** 18+

**Dress Code:** Business Casual

**Training:**

- Volunteer Orientation at Cleveland Sight Center.

**Volunteer Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Volunteer Manager Signature:** \_\_\_\_\_