



**Position Title:** Radio Reader

**Number of Positions Available:** 5-6

**Purpose:** Serve CSC clients and partners by recording approved print materials for CSCN radio or for other audio formats.

**Location(s):**

Cleveland Sight Center, 1909 E. 101<sup>st</sup> Street, Cleveland

**Key Responsibilities:**

- Read various publications and periodicals clearly and accurately. (i.e. Magazines, newspapers, advertisements, novels, manuals).
- Assist with requests for outside reading materials as needed.
- Perform readings on a regular basis either at CSC or from home.
- Complete time sensitive assignments within the designated assignment period.

**Qualifications:**

- Enjoy helping others.
- Successful completion of a background investigation.
- Strong and clear voice that plays well on the radio.
- Past experience reading, performing, presenting or serving as a DJ preferred.
- Ability to navigate CSC building, sit, and focus on computer for 1-2 hour reading sessions.
- Able to commit reliably to weekly reading schedule.

**Commitment:**

- Occurrence: Ongoing Weekly

**Age Requirement:** 16+

**Dress Code:** Casual

**Training/screening:**

- Volunteer Orientation at Cleveland Sight Center.
- Initial recording session with CSC Media Specialist (performance evaluation).