



**Position Title:** Book Club and Movie Day Volunteer **Number of Positions Available:** 1

**Purpose:** Connect with and support clients participating in Recreation programs at Cleveland Sight Center.

**Location:** The Cleveland Sight Center, 1909 E. 101<sup>st</sup> Street, Cleveland

**Key Responsibilities:**

- Assist with set up of programs (may include arranging room, making coffee, or setting out supplies/materials).
- Organize and support client lunch orders.
- Participate in programs during planned activities and serve snacks and drinks during programming.
- Socialize with clients and provide assistance or support if needed.
- Assist with sighted guide before, during, and immediately following planned activities.
- Connect with Cleveland Sight Center Social Recreation Liaison staff to communicate client requests, challenges, and successes.
- Other duties as assigned.

**Qualifications:**

- Excellent interpersonal skills.
- Ability to act autonomously and problem solve.
- Interest in and past experience with participating in interactive clubs or activities.
- Successful completion of a background investigation.

**Commitment:**

2<sup>nd</sup> and 4<sup>th</sup> Tuesday Monthly 12pm-3pm  
May-July

**Age Requirement:** 16+

**Dress Code:** Business Casual

**Training:**

- Volunteer Orientation at Cleveland Sight Center

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

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