



**Position Title:** Large Print Volunteer    **Number of Positions Available:** 1

**Purpose:** Fill Large Print requests in order to make documents accessible for CSC Clients.

**Location:**

- Cleveland Sight Center
- Home (must have own computer equipped with Microsoft Word and Adobe Reader)

**Key Responsibilities:**

- Enlarge submitted material to requested font size
- Format documents consistently throughout as instructed
- Submit assigned projects in a timely manner

**Qualifications:**

- Proficient in Microsoft Word
- Detail Oriented
- Ability to work with a diverse population
- Successful completion of a background investigation.

**Commitment:**

- As needed

**Age Requirement:** 18 +

**Dress Code:** Business Casual

**Training:**

- Volunteer Orientation at Cleveland Sight Center
- Training on common formats used for documents
- Freedcamp (online project manager)

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

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

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