**Position Title:** Industrial Health Fair Assistant  
**Reports to:** Judy Boles, Industrial Services Director

**Overview of the position:** An opportunity to work in the field with hearing testing technicians at area health fairs.

**Specific Responsibilities:**
- Be our “roadie” by preparing for test site set-up and loading equipment before events and breaking down and packing the test site afterward
- Be our representative by greeting participants and scheduling hearing tests
- Be our data specialist by recording necessary information for the Technician
- Be our decontaminator by keeping headsets clean between testing cycles
- Be our voice by discussing the Center and its mission with individuals
- Be our link for printed material by distributing brochures and pamphlets

**Time commitment:** We prefer volunteers to work at least one health fair each season for approximately 4-6 hours, but we are very flexible. Health Fairs occur any day of the week, including weekends, typically in the spring and fall.

**Qualifications:**
* **Age requirements:** must be at least 21 years of age
* **Skills/education:** must have skills in organization and communication, as well as a willingness to work
* **Experience:** none
* **Training required:** overview of clinic and testing process

**Benefits to the Volunteer:**
Learn about hearing loss and how to prevent it, attend Health Fairs and meet new people in the community, and help the Center for Hearing & Speech spread community awareness and teach people about hearing loss and treatment.

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*I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.*

**Volunteer Name:** ________________________________ **Date:** __________
**Volunteer Coordinator:** ___________________________ **Date:** __________