

## 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:

- Prepare for test site set-up and load equipment into truck.
- Schedule hearing tests.
- Help record needed information for the Technician.
- Clean headsets between each testing cycle.
- Talk to individuals about the Center and its mission.
- Distribute brochures and pamphlets.
- Clean truck and load display into truck after testing.

**Time commitment:** Varies. It is preferred that volunteers work at least one health fair each month during the spring and fall months for approximately four-six hours. (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 organizational skills.

**\*Experience:** None.

**\*Training and screening required:** Orientation (including HIPAA training) plus some additional time with the Industrial Service Director for an 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.

*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 Manager: \_\_\_\_\_ Date: \_\_\_\_\_