

Position Title: School Screening Department Aid

Reports to: Sarah Igoe, Program Coordinator

Overview of the position: Help out in the School Screening Department with the monthly school appointment mailings.

Specific Responsibilities:

- Make Copies of forms.
- Count forms before school appointments.
- Partially complete screening forms (legibly write student's name and grade on the form.)
- Attend a summer health fair (date changes annually) and work at the Center's booth, distribute program information, encourage guests to get a hearing and vision screening and assist as needed.

Time Commitment: One hour a week or four hours per month. The school screening department works during the school year (September-April); there is no volunteer opportunity for this department May-August other than the health fair event.

Qualifications:

***Age requirements:** Must be at least 14 years of age.

***Skills/education:** Must know how to work the copier and have legible handwriting.

***Experience:** None.

***Training and screening required:** Orientation (including HIPAA training) and an overview of department and organization.

Benefits to the Volunteer: Work in a friendly environment; help staff prepare for school screenings, which screens more than 11,000 children each year and, if needed, gain community service hours for school.

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: _____