



Volunteer Screening Assistant

Mission: "To prevent vision conditions and promote healthy eyesight in children."

Position Purpose: This individual will assist the KidSight technician at vision screenings held at local schools, daycare centers, etc. This individual will commit to participating in at least 1-2 screenings per year and will have completed a short KidSight training prior to participation. Duties include arriving on time, setting up/taking down equipment at the screening site, organizing children, filling out referral paperwork, and registration and the solicitation of new screenings. Screening Assistants are expected to follow the Volunteer Policy Manual at all times.

Essential Duties and Responsibilities:

- Attend KidSight training
- Participate in at least 1-2 screenings per year, at the locations you choose
- Notify KidSight that you plan to attend screening at least 24 hours in advance
- Arrive at screenings on time, with your volunteer I.D.
- Assist in screening set up and take down
- Follow-up with record keeping, if necessary
- Represent KidSight in a professional manner
- Other duties as requested

Qualifications:

- Must be at least 18 years of age
- Have completed the volunteer application and background check prior to the screening
- Have attended KidSight volunteer training prior to the screening
- Be able to drive to locations of moderate distance
- Have access to a computer with internet access and e-mail
- Have access to a telephone
- Lift up to 25 lbs. when necessary
- Stand for extended periods of time
- Provide reasonable notice if you're unable to attend a screening

Guidelines:

- Do not take pictures at a screening site
- Please respect the confidentiality of the screening site, this includes talking about children before, during and after the screening
- Be professional in all you say and do. Treat the screening site staff with respect and professionalism. Make sure that all comments and actions are appropriate for young children
- Do not come to a screening if you are ill or think you may become ill
- Follow the policies outlined in Volunteer Handbook at all times