



Volunteer Screening Technician

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

Job Description: This individual will provide vision screening for children ages 6 months to 6 years at local daycare centers, schools, Head Start centers, etc. This individual will commit to conducting at least 4 screenings per month as scheduled by KidSight and will have completed extensive training. Duties will include setting up and taking down the screening site, screening the children using KidSight equipment, ensuring proper documentation of all children that are screened, recording information on children referred and reporting information to KidSight personnel within 24 hours of conducting the screening.

Essential Duties and Responsibilities:

- Attend KidSight trainings – in office and on-site training
- Conduct at least 4 screenings per month
- Arrive at assigned screenings 5-10 minutes before the scheduled time to ensure proper set up
- Provide leadership to other volunteers that are present (KidSight and from the screening site)
- Organize materials for screening including: the screening device, result cards, referral packets, stickers, and other supplies, as needed
- Properly record all screening and referral information while on-site
- Report screening and referral information to KidSight personnel within 24-48 hours of the screening
- Represent KidSight in a professional manner
- Follow volunteer guidelines

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 possible 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