

Vision Programs Intern

Position Description – Updated Mar 2021



Internship Duration: Fall Semester 2021

Commitment: 2-3 weekday mornings each week

Supervision: Reports to the Program Coordinator

POSITION OVERVIEW

Friends for Sight seeks motivated and enthusiastic candidates to join us in our mission to save sight and change lives! Interns help us increase our capacity to provide screenings and outreach services during our busy fall vision screening season. This position is ideal for individuals interested in gaining experience in the realms of public health, optometry, school nursing, child development, nonprofit administration, or who are looking to gain patient care hours for medical school applications.

Our interns love performing a variety of work and having flexibility in schedule while making a meaningful difference in the community. A stipend of up to \$250 is also available upon successful completion of the internship.

PRIMARY RESPONSIBILITIES

Duties include but are not limited to:

- Learn up-to-date vision screening methods as approved by vision professionals and state leaders, and become proficient in the use of various pieces of vision screening equipment (Snellen Letter Chart, Lea Symbols Chart, SPOT Vision Screener, Titmus V2 Vision Screener, iCare Tonometer, etc.).
- Assist with vision screening efforts at preschools, schools, businesses, and community events as directed by Friends for Sight staff.
- Direct vision screening efforts and oversee other volunteers at some screening events.
- Pick up and drop off vision screening equipment to and from main office as necessary.
- Conduct volunteer orientations and train new volunteers on vision screening equipment and processes.
- Manage screening paperwork, update volunteer opportunities on sign-up website, and assist with data entry.
- Assist with preschool screening follow-up phone calls.
- Assist with volunteer recruitment efforts and research new vision screening opportunities.
- Assist with walk-in screening clinic hours and/or provide assistance to doctors during clinic appointments as requested by Outreach Director (dependent upon pandemic conditions).
- Additional opportunities for experience with grant writing, database management, document creation, nonprofit management, etc. available based on the interest of the intern.

QUALIFICATIONS

- Weekday morning availability at least 2-3 days a week
- Reliable transportation and willingness to drive to screening locations
- Follows instructions carefully and has attention for detail
- Enjoys working with people of diverse backgrounds and ages
- Personable and professional demeanor when interacting with the public
- Clear verbal and written communication
- Follows through with commitments and punctual to appointments

HOW TO APPLY

Send a resume and short statement of interest to Haley Smedley at program@friendsforsight.org