



## Friends for Sight – Position Description

**Position:** Part-Time Preschool Screening Coordinator – Northern Utah

**Location:** Travels to locations around Davis & Weber Counties, with infrequent trips to Cache Valley and Salt Lake  
Main Office - 6715 S 1300 E, SLC 84121

This position is primarily remote, occasional visits to main office in SLC required

**Hours:** Weekday mornings primarily, with occasional early afternoon appointments

**Compensation:** \$18 -\$20 per hour, mileage reimbursement available

### **About Us:**

Friends for Sight works passionately each day to save sight and change lives. We do this by providing free vision screenings, working to ensure that people of all ages and backgrounds have access to quality eye care, and disseminating information about eye safety, threats to vision, and available community resources.

### **Position Description:**

The Preschool Screening Coordinator oversees the scheduling and execution of vision screening appointments at preschools in Davis, and Weber, Box Elder, and Cache counties. Typical weeks will include time spent scheduling screenings and coordinating volunteers, time in the community attending screenings, recruiting volunteers, and looking for new opportunities to expand our important services. There is flexibility with hours in summer and school vacation schedules.

### **Primary Responsibilities:**

- Build relationships with preschool directors and other community partners and schedule vision screening services for their schools/organizations.
- Build relationships with screening volunteers and coordinate screening administrative efforts with them.
- Manage volunteer recruitment efforts and provide orientation and training for new screening volunteers.
- Manage and maintain screening equipment, and coordinate transfer of equipment between volunteers.
- Gather monthly data and report statistics to Executive Assistant.
- Represent Friends for Sight at vision screenings and community events.

### **Qualifications Necessary for this Position:**

- A passion for service and a love for working with children.
- Reliable transportation and willingness to travel to various screening sites.
- Strong written and verbal communication skills.
- Significant organizational skills.
- Proficiency with Google Suite applications, and comfortable learning new computer programs.
- Able to work independently and remain self-motivated with limited supervision.
- Sensitivity to and ability to work with diverse populations.

### **Interested Candidates**

Please email a resume and short statement of interest to Haley Smedley at [haley@friendsforsight.org](mailto:haley@friendsforsight.org).

Friends for Sight is an equal opportunity employer in compliance with all state and federal laws. It does not discriminate against employees or applicants on any basis, including race, color, sex, age, religion, national origin, sexual orientation or disability.