



We're Hiring

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
Office work can be done from home as needed, occasional visits to main office required

Hours: Weekday mornings primarily, with occasional early afternoon appointments

Compensation: \$18-\$20.00 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.

Friends for Sight is a Utah based non-profit with a rich sixty-six year history of service. We're a small staff that does a lot of good, and we're looking for someone who will share our excitement when we drastically change a child's life.

Position Description:

The Preschool Screening Coordinator oversees the scheduling and execution of vision screening appointments at preschools in Davis, and Weber counties. Typical weeks will include time spent in the office 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 school directors and event coordinators to schedule vision screenings appointments for the children in their care.
- Manage and coordinate the schedule of existing preschool volunteers, 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.
- Strong written and verbal communication skills.
- Significant organizational skills.
- Reliable internet access.
- Reliable transportation and willingness to travel to various screening sites.

Interested Candidates

Please email a resume and short statement of interest to Haley Smedley at haley@friendsforsight.org.

Check us out at www.friendsforsight.org [Facebook](#) [Instagram](#)