



Job Title: Program Specialist - Children's Vision Screener

Organization: Vision Is Priceless Council, Inc.

Position: Part-time (25 hours a week) non-exempt position

Compensation: \$15 an hour

About Vision Is Priceless

Vision Is Priceless was founded in 1996 to fulfill the need in our community for vision screenings and provide access to vision care—including eye exams, prescription glasses, and specialty care—for the uninsured and underserved. Our mission is to assess, sustain, and improve the visual health of children and adults in Northeast Florida through education, vision screenings, treatment, and referrals. Visit www.visionispriceless.org to learn more.

Job Summary

Are you looking for a job where you can feel good about the work you do every day and know you are making a difference in the community? Join our team and help improve vision health in Northeast Florida and access to vision care for adults and children in need. To meet our mission, we provide free vision screenings for over 35,000 people each year, along with follow-up eye exams and specialty care for those in need. The main responsibility of the Program Specialist- Vision Screener is to facilitate and conduct vision screenings for children.

Essential Duties and Responsibilities

- Conduct vision screenings for children ages 3-18 in daycares, preschools, private and parochial schools throughout the First Coast area.
- Maintain accurate children's screening records, enter screening results into database within established timeframe, communicate screening results to school personnel.
- Use databases to monitor upcoming screenings and communicate with school administrators and community partners to ensure screening day preparedness.
- Manage supply of screening and educational materials.
- Maintain screening equipment in good condition, directing issues and repairs to the Program Director's attention.

Skills and Qualifications

- Strong customer service and interpersonal skills.
- Good organizational skills and the ability to concentrate and show attention to detail.
- Ability to demonstrate good judgment, work independently and as a team member.
- Self-motivated with the ability to manage multiple tasks.

Position Requirements

- 18 years or older.
- Knowledge of the Northeast Florida area helpful.
- Available to work weekday mornings and use personal car (maintain active insurance) for work related travel (mileage reimbursement).
- Passing a level 2 background check is required.
- Computer skills, including Excel and Outlook.

To apply: Submit resume to cheryl@visionispriceless.org. No phone calls please.

Vision Is Priceless is an equal opportunity employer and does not discriminate and hires in accordance with applicable federal, state, and local law.