



Volunteer Braille Transcriber

Scope and Summary of Primary Responsibilities

The Volunteer Braille Transcribers produce high quality braille documents as assigned to support CNIB and its clients. To become a Volunteer Transcriber, the applicant must complete the intensive 8-month Braille Transcription Course offered by CNIB (at no cost). This course will require a commitment of **15 hours per week** to complete classes and assignments. The successful completion of the 22 lessons qualifies the student to write the Certification Exam which leads to certification in Unified English Braille (UEB), thus qualifying a person to transcribe English print materials into contracted braille. An additional 6-lesson Formats course follows Certification.

Benefit of position

Obtain your UEB Transcriber certification, become part of the dedicated, highly motivated volunteer braille transcribers and help us to smash communication barriers for our clients by giving them access to the printed word.

UEB Transcribers Classes:

When: From September to April, every Tuesday, from 10:00 a.m. to 12:00 p.m., with weekly homework assignments. Successfully completing this course is a mandatory requirement to become a braille volunteer.

Where: CNIB National office, 1929 Bayview Ave. Toronto (just north of Eglinton Ave.). or by Zoom as/when necessary due to inclement weather.

Requirements: CNIB will supply the course material and a free downloadable braille computer program. You will need a personal computer with Windows (Microsoft Word) (unfortunately, Mac has issues with program compatibility), the ability to print your homework for review, and an email address. You must be able to complete course assignments at home and dedicate at least 15 hours to homework per week.

Commitment:

Once certification has been achieved, the candidate must:

- Commit to a **minimum of 3 years** as a Volunteer Braille Transcriber for CNIB;

- Be willing to work in the Braille Room at CNIB one day per week;
- Manage own schedule to complete assignments at home;
- Keep transcription skills up to date and be willing to continue braille transcription education;
- Adhere to CNIB's Volunteer Code of Conduct, including Policies and Procedures concerning confidentiality, conflict of interest, and prevention of workplace harassment and violence.

Responsibilities & Tasks:

- Obtaining the UEB Transcription Certificate;
- Transcribing English print materials into contracted braille;
- Supporting CNIB's efforts in the development and promotion of braille materials;
- Assisting with management of braille examination process;
- Support CNIB's braille production and literacy initiatives;
- Continue braille transcription education (NOTE: for those with musical skills, we offer a Music Braille Course and exam leading to certification in Music Braille, which would qualify a person to transcribe music notation into braille; and for those with technical skills, we offer a UEB Technical self-directed course and exam which leads to a Proficiency Letter in UEB Technical Transcription).

Qualities, Skills and Training:

- Strong organization, prioritization and judgment skills;
- Dependable and detail oriented;
- Ability to meet deadlines successfully and with little supervision;
- Comfortable working in a team environment;
- Excellent reading and writing communications skills, a good grasp of English grammar is necessary to properly do this volunteer work;
- Comfortable working with Microsoft Word program.

Position Commitment:

A long-term time commitment equivalent to a part-time job is required to complete the course and to transcribe print materials into braille. We expect that anyone contemplating the course is planning to braille for several years in our braille Volunteer department. Accurate transcription from print to braille is essential; therefore, the skills must be used to maintain the required standards.

Application and Contact Information?

If you are interested, please complete the [Volunteer Application Form](#) and select **Braille Transcription (ONLY ONTARIO)**. In the **Background and Experience** section, please use the subject line "Volunteer Braille Transcriber" and tell us a little about yourself. Applications are being accepted from June 1 to August 23, 2024.

**"Alone we can do so little. Together we can do so much."
Helen Keller**