

VOLUNTEER JOB DESCRIPTION

Closed Captioning

Department: Volunteer Services

Supervisor: Volunteer Coordinator, *Jessica Link*

The reason we need you.

Accessibility is a fundamental principle of public libraries. As our Library has shifted to sharing more of our programs online, we want to ensure our programs are accessible to those who utilize closed captions. We want our captions to look good, to tell our story accurately, and to clearly communicate to the viewer. Automated captions can only go so far...with your help, we can do better! Your work as a Closed Captioning volunteer directly aligns with our mission and brings us closer to our ongoing goal of connecting with and better serving our community.

This role is 100% remote – from training to follow up meetings to the actual captioning of videos. With the support of staff and volunteer Project Leads, you will complete online training, caption a practice video, and then start captioning active Library videos. All videos you caption will be reviewed prior to publishing to help you feel confident that your best work is going out to the public. Additionally, an online Resource Hub is available 24/7 to help you in your work. Once you have completed the online training, you can help caption videos from anywhere and anytime!

You might be the right volunteer if...

- You want to do your part to make the Library more accessible to others.
- Volunteering in a time and place of your choosing is ideal for you.
- You have a keen ear and strong attention to detail.
- You seek opportunities to work independently.
- You are comfortable and confident working with computers/technology.
- You enjoy applying the tools and knowledge you've gained to solve problems.

This job will allow you to:

- Craft a volunteer opportunity as flexible as you need it to be. Work anytime and anywhere!
- Strengthen your typing and computer skills – great for starting out in the workforce or keeping your skills sharp.
- Help the Library reach its goal of making our virtual programs as accessible as possible.
- Give back to your community through volunteer service.

What you bring to the table:

- An appreciation for the value of closed captioning.
- The desire and motivation to successfully work independently.
- A positive, “can-do” attitude that has you excited to get started and stay connected to the remote work.
- Ability to read, write, hear a video recording, follow written and verbal instructions, and document your progress.
- Fluent in written and spoken English. (Most videos are recorded in English. However, if you are proficient in another language, we would be happy to discuss with you the opportunity to translate videos into another language. That would help the Library make our videos even more accessible to our community!)

Your time commitment.

- Complete a virtual Library orientation – 1.5 hours.
- Complete an online training tutorial – 1-1.5 hours.
- Caption one practice video and one active Library video in the training phase – 1-3 hours.
- Meet virtually with a staff member or volunteer Project Lead to review you captions and the training – 1-2 hours.
- Receive on-going training and support – as requested/needed.
- A 6 month commitment with a request to complete a minimum of 2 videos per month. Most videos are between 3-20 minutes long.
- No required end date – help out as long as you like!

We are guided by our principles.

- Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.
- Privacy: We protect your information and your right to privacy.
- Equity: Our Library is for everyone. You are welcome here.

What makes the Cedar Rapids Public Library special?

The Cedar Rapids Public Library's vision is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your Library.

The CRPL Volunteer Program develops exceptional volunteer opportunities to support and enrich the Library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding Library experience.