

# VOLUNTEER JOB DUTIES LIST

## *Closed Captioning*

- Caption Library videos
  - Maintain an account in Amara
  - Use the Amara software to caption Library videos
  - Accurately caption videos using standards in closed captioning and the Library style guide
  - Accurately sync video captions to the video's audio
  - Select videos to caption based on the Library's Tier Priority System in Amara
  - Record captioning progress if working collaboratively on a video's captions
  - Caption a minimum of two videos per month – depending on video length; can be shortened if working on one larger video or as part of a collaborative captioning project
  
- Work with resources
  - Use the Niche Academy Training and online Resource Hub to address questions or challenges encountered in captioning videos
  - Use the Internet to look up unique information for videos – i.e. spellings of books, authors, guest presenters, companies, etc.
  - Accept training and support from staff members and volunteer Project Leads
  - Report any errors in Library videos to the Volunteer Department staff
  
- Record volunteer service hours in VicNet