

# The Mission for the Visually Impaired needs volunteers!

The Mission for the Visually Impaired (MVI) is a good fit for ministry-minded LWMS members (and others!) to serve. Although the MVI workshop is in South St. Paul, MN, we can use volunteers throughout the US. The time commitment could be 3-5 hours a week, or more if you like. Here are some volunteer positions available for people who have a passion to bring spiritual resources to the visually impaired:

**Volunteer braillists and braille proofreaders:** *We seek certified braillists and braillists-in-training who are familiar with braille transcription software. Can live anywhere in the country. Can become trained.*

**Volunteer sound editor:** *We seek individuals who are patient with tasks that require close attention to recordings. We will train the volunteer to use the software. Must possess your own computer and be willing to learn how to record and upload digital files. Can work from home.*

**Volunteer audio book creator:** *We will train individuals to take digital files of NPH books and convert them to audiobooks using an online program (not reading the book). Must use your own computer and be comfortable and careful with repetitive tasks. Can work from home.*

**Volunteer trainer:** *We seek people who can master the technological steps used in our ministry and teach them to others. Must be patient and encouraging, with clear communication ability. Living in the Twin Cities area is a plus, but people with a talent for explaining technology can carry out training via the Internet. Schedule for training may depend on the trainee's availability for instruction.*

**Volunteer project manager:** *We seek an individual to supervise volunteers and provide direction, coordination, and consultation for MVI volunteers, to keep them engaged in productive service at their chosen tasks. Shall communicate with volunteers to plan and assign projects and anticipate and prevent interruptions in production. Shall maintain accurate records of volunteer participation and provide timely activity reports. Availability to work at the MVI workshop in South St Paul on Tuesday mornings is an advantage, but not necessary. Interest in helping others to serve and the ability to communicate regularly with those who work at home is a requirement.*

**Volunteer Catalog Organizer:** *Our current resource catalog is not user friendly (see the "View Catalog" link at [WELS.net/mvi](http://WELS.net/mvi)). We seek someone who can help us put the resource list into a searchable document, tagged with topics and media (braille, audio, large print).*

**Secretarial Help:** We seek a volunteer who can work Tuesday mornings at MVI and has the skills to work with WORD, Excel, Outlook email, and has good people skills. This person would help the people we serve get registered and receive resources.

**Volunteer audio tape converter:** *We seek several people to convert MVI's large library of books on tape to digital audio files and upload them for storage on an MVI Internet site. MVI will provide the training to individuals who own their own computer. This work can be done at home anywhere in the country by people who are comfortable and careful with repetitive tasks.*



**For more information about these positions, contact**

**WELS Mission for the Visually Impaired**

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