



Volunteer Position Description

Title: American Sign Language (ASL) Interpreter
Reports to: Programs Director

SUMMARY

Sunflower Hill is a non-profit focused on creating spaces and places where adults with intellectual and developmental disabilities (I/DD) thrive. Sunflower Hill at Irby Ranch, located in Pleasanton, is our first affordable, independent living community for adults with developmental disabilities. The organization is growing quickly and it's an exciting time to get involved!

Sunflower Hill is looking for a volunteer with American Sign Language (ASL) knowledge who can help with interpretation services for deaf/hard of hearing residents and/or program participants.

ESSENTIAL FUNCTIONS

- Provide a full range of interpreting/transliterating services for deaf/hard of hearing residents and/or program participants.
- Hearing interpreters: effectively interpret between ASL and spoken English.
- Deaf interpreters: effectively interpret between ASL, Tactile American Sign Language, other forms of visual communication, and written English.
- Provide excellent customer service while maintaining a respectful and professional attitude with residents/participants and staff/colleagues.
- Educate staff on Deaf Culture and interpreting services.

SCHEDULE

Requested volunteer hours will vary by need. Possible volunteer slots could be during activities Monday – Friday 3:00 – 7:30 p.m. and weekends 9 a.m. – 6 p.m. Exact time and day will depend on scheduled activities. Activity schedules are listed two weeks in advance. May also request ASL support during pre-scheduled 1:1 meetings with residents.

QUALIFICATIONS

Display a wide knowledge of language skills in ASL and English.

Licensure and Other Requirements

Ability to pass background check. Background checks are \$42 and paid by the volunteer.

**Knowledge, Skills and Abilities**

- Excellent communication and interpersonal skills. Ability to communicate with both hearing and deaf audiences.
- Open-minded with a desire to work with the I/DD community.
- High level of patience.
- A flexible, and supportive approach toward working with teams.
- Ability to interpret in ASL for extended periods of time.

PHYSICAL REQUIREMENT/WORKING CONDITIONS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this volunteer position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for extended periods of time.
- Ability to make repetitive movements with arms and fingers.
- Ability to work in a variety of settings, both indoor and outdoor, with variable lighting and temperatures.

Equal Opportunity Employer

Sunflower Hill strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment and volunteering. Accordingly, Sunflower Hill does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job or volunteer requirements