![Washington Talking Book & Braille Library]

BRAILLE TRANSCRIBER

The Washington Talking Book & Braille Library (WTBBL) builds community and provides equitable access to information and reading materials for Washington residents unable to read standard print. WTBBL has more than 200 volunteers working with us, and we are proud of their passion to work in an organization that values and promotes diversity, equity, inclusion and anti-racism.

VOLUNTEER POSITION DESCRIPTION:
The Braille Department's goal is to produce braille books equal in content and quality to the print edition. Volunteer braille transcribers receive the print version of a book and consult with the Braille Program Manager about the particular needs of the project. Volunteer transcribers can use direct-entry braille software to transcribe books or receive a braille file of a scanned book to clean up. Transcription is done remotely, and we can provide you with transcription software. Consultation with the Braille Program Manager can be done at WTBBL (free parking is available), via Microsoft Teams, over the phone or via email.

RESPONSIBILITIES:
- Consult with Braille Program Manager to discuss and clarify book assignment.
- Operate braille transcription software and computer keyboard to transcribe text into braille files.
- Proofread for mistakes and formatting issues.
- Submit completed braille files to Braille Program Manager by email.
- Maintain transcription files and corrections for assigned books.

SKILLS NEEDED:
- Strong attention to detail.
- Experience using a computer and Microsoft Word.

PREFERRED SKILLS:
- Knowledge of the current literary braille code (Unified English Braille), and literary braille formats or have a willingness to learn.
- Experience using braille transcription software (Braille2000, Duxbury, BrailleBlaster, etc.)

Schedules can be flexible. Transcribers average about 2-4 hours weekly to help keep projects moving forward.

Go to https://www.volgistics.com/appform/1427973300 to complete an application.

To learn more, please email: wtbblvolunteer@sos.wa.gov.