Volunteer Note-taker Position

AccessAbility Services is looking for reliable volunteers to serve as note-takers this academic year. Volunteer note-takers play an important role in supporting students with disabilities achieve their academic goals. Students who require note-taking services may have difficulties taking notes due to a documented learning, physical, sensory, mental health disability or medical condition.

**Note-taker responsibilities:**
- Attend class regularly and take complete notes
- Upload notes to the note-taker database within 24 hours of each class
- Complete the online note-taker training module
- Notify AccessAbility Services if any issues arise (i.e. you missed a lecture, you dropped the course, the note-taker database is not working, etc.)

**Benefits of volunteering:**
- Receive a Co-Curricular Record (CCR) notation
- Develop and enhance your organizational and note-taking skills
- Contribute towards an accessible and inclusive community
- Receive a reference letter upon request

**To become a volunteer note-taker:**
1) Register online using your UTORid: [https://aarc.utm.utoronto.ca/Clockwork/user/NotetakingNotetakers/default.aspx](https://aarc.utm.utoronto.ca/Clockwork/user/NotetakingNotetakers/default.aspx)
2) Upload a sample of your lecture notes for each course. If you have typed notes, please upload your notes directly online. If you have handwritten notes, please scan your notes at home or use the high-speed scanner in the main office (room 2037 Davis Building).

Our office drop-in hours are:
Monday to Thursday: 10am-12pm & 1pm-4pm
Friday: 10am-12pm & 1pm-3pm
3) Check your UofT email regularly (you will receive an email notification if your notes are selected). Only selected note-takers are required to provide notes for every class.

If you have any questions, please stop by room 2037 Davis Building or contact us at 905-828-5422 or accessvolunteers.utm@utoronto.ca
Thank you!