

Photo ID Technician - PART TIME

Locations: York, Carlisle, & Duncannon, PA

Organization: Vision Resources of Central Pennsylvania

About Us:

Vision Resources of Central Pennsylvania is a leading nonprofit organization committed to enhancing the quality of life for individuals with vision impairments while employing individuals with a disability. We offer a range of services, and support to empower individuals in our community. We're currently looking for dedicated and detail-oriented Photo ID Technicians to join our team. This position will be based at one of our locations in York, Carlisle, and Duncannon. This position is an opportunity for an individual with **any** type of disability.

Key Responsibilities:

- Capture clear and accurate photographs for ID purposes, following specified guidelines.
- Ensure proper documentation is completed for each client, including verifying information and uploading data into systems.
- Work directly with customers to provide a friendly and supportive experience.
- Maintain a clean and organized work environment.
- Ensure the confidentiality and security of customer information.
- Ensure compliance with all privacy and safety regulations.

Qualifications:

- High school diploma or equivalent.
- Previous experience in customer service or administrative support is preferred.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Comfortable using basic office technology, including computers, printers, and cameras.
- Ability to work in a fast-paced environment with varying tasks and responsibilities.
- Must have a valid driver's license and/or reliable transportation to travel to sites.

All new hires will undergo a comprehensive, one-week paid training program to ensure they are fully equipped with the skills and knowledge needed to succeed in the role. This training will cover all aspects of the position and provide hands-on experience to ensure you are confident and ready for your responsibilities.

How to Apply:

Please submit your resume or application to mshumuye@vrocp.org Be sure to indicate your preferred work location (York, Carlisle, or Duncannon)

Application can be found on vrocp.org under Business Services > Employment

Vision Resources of Central Pennsylvania is an equal opportunity employer. We encourage candidates from all backgrounds to apply.