

Archive Volunteer Job Description

Role of Archive Volunteer

Archive Volunteers work with the Archive and Collections Specialist to inventory, rehouse, organize, and maintain materials in our extensive newly-updated archive. They may also assist with special projects and research as necessary.

Duties and Responsibilities

- As assigned by the Archive and Collections Specialist, inventory, record, rehouse, organize, and maintain archive materials.
- Assist the Archive and Collections Specialist in special projects.
- Assist staff and outside researchers in identifying sources for their research.

Qualifications

- A strong interest in history, especially agricultural and local history.
- Previous archival and/or library experience a plus.
- Highly organized and able to work within existing structures.
- Basic computer skills, experience with PastPerfect software a plus.
- Ability to work well with others, accept supervision, and remain flexible.

Training

- Attend volunteer staff orientation and training sessions.
- Additional archive training as needed.

Expected Commitment

- Year-round opportunities available.
- Prefer a regular commitment, at least once or twice a month for 3-4 hours.
- Schedule must align with the Archive and Collections Specialist's—all archive work is directly supervised.

Supervision

- Position primarily reports to Archive and Collections Specialist with additional supervision by Interpretation & Education Coordinator.
- Additional supervision by select paid staff, who create schedules.