

2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Archivist** Available Positions: **2**
2. Time of year/months of the year this job holder will be actively engaged:
Year-round
3. This job requires an on-call commitment.
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **1-2 hours**
5. The Arboretum staff member who will supervise your work: **Molly Davis**
6. Job description:
Work with Arboretum Staff to archive and preserve historic documents.
The job includes the following tasks:
 - Update current organization system with recent documents
 - Create an indexing system to quickly locate historic documents
Preferred traits and skills:
 - Interact with volunteers and visitors in a professional manner
 - Highly organized with an eye for detail
 - Previous experience with library organization or cataloguing preferred