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