

**VOLUNTEER JOB TITLE:**

Digitization Assistant

**VOLUNTEER REPORTS TO:**

Administrative Assistant, Administration

**TIME COMMITMENT REQUIRED:**

2 to 4 hours per week

**PURPOSE OF VOLUNTEER JOB:**

To assist in organization and maintenance of digitizing Library records, files, documents and photographs.

**DUTIES & RESPONSIBILITIES:**

- Research documents
- Prepare and index the content to be digitized
- Scan documents according to preset guidelines
- Organize the digitized documents.

**SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:**

- Interest in preservation of materials and archives
- High organizational skills
- Demonstrated ability to interpret information and translate content to the most accessible heading and indexing
- Proficiency in working with scanners, computers, and digital file storage
- Ability to speak and understand English
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to lift and/or move materials as necessary

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