

Parkville and District Historical Society

Volunteer Job Description

Digitization Assistant

General Description:

Assisting in the scanning of records and documents

Specific Duties:

Working with archival documents

Scanning archived newspaper clippings and records

Saving scans and keeping computer files organized

Qualifications:

Current Parkville & District Historical Society member

Computer literacy

Having a working knowledge of file formats, image resolution, and file management

Well organized

Ability to work independently or as a team

Training provided!**Hours:**

2-5 hours per week