



Digitization Volunteer

Job Description

Location: Port Angeles Main Library

Department: Technical Services

About the position: The Digitization Volunteer converts oral history cassette tapes and VHS to a digital format.

Volunteer duties include but are not limited to:

- Handling archival materials
- Using computer software and related equipment to convert cassette tapes and VHS to digital format, following established guidelines
- Basic record-keeping and communication with Technical Services Manager
- Depending on skill of volunteer, assisting in some transcribing of material

Qualifications:

- Ability to follow instructions and complete tasks
- Familiarity with using a computer and willingness to learn new software
- Attention to detail
- Ability to work independently

Time Involvement: At least 6 month commitment.

Training Provided: NOLS Volunteer orientation. Digitization training.