

## **VOLUNTEER JOB DESCRIPTION**

### **Scanner of Historic Photographs, Documents and Ephemera**

#### **DUTIES AND RESPONSIBILITIES:**

- Scans photographs, documents and ephemera
- Records measurements of photographs, documents and ephemera
- Handles fragile/brittle items without damaging them
- Cleans photographs

#### **JOB REQUIREMENTS**

- Must be dependable
- Must be neat, accurate and detail-oriented
- Must be proficient in Excel
- Must have experience using a scanner
- Must be able to tolerate dust, mold, etc. that may have accumulated on collections
- Must be able to work in Moncks Corner
- Must complete Volunteer Application

#### **TIME REQUIREMENTS**

- Must commit to a minimum of two hours per week for 6 months or longer
- Must be able to volunteer on weekdays between 11:00 a.m. through 6:00 p.m.

#### **TRAINING REQUIREMENTS**

- Material and Photograph scanning procedures
- Formatting information in Excel

#### **RESPONSIBLE TO:**

Ramona Grimsley      Contact: ramona.grimsley@berkeleycountysc.gov  
Digitization Librarian

100 Library Street   Moncks Corner, SC  
worksite