



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: City Record Archival Coordinator

Department/Location	City Manager's Office
Purpose	Scanning of archival records
Duties	<ul style="list-style-type: none">• Careful handling of archival documents (permanent City records)• Preparing, scanning, and reviewing for quality control of archival documents (permanent City records)• Properly labeling of the scanned document
Qualifications/Skills	<ol style="list-style-type: none">1. Ability to work independently and focus on task at hand.2. Ability to understand and follow directions.3. Ability to use the computer and copy machine without supervision.4. Ability to carefully handle documents with extreme care.5. Ability to scan document with a high level of quality control.6. Ability to identify records in order to label them properly.7. Ability to maintain confidentiality.
Length of Assignment	Ongoing
Time Commitment	Flexible (can work a few hours to several weeks). Would prefer someone with a commitment level due to initial training and basic oversight on the project. Computer and copy machine are required for this project.
Supervisor	City Clerk

To apply for this volunteer position, please contact
Volunteer Program Coordinator
Phone: 831-648-3109
Email: pgvolunteers@ci.pg.ca.us
Or visit our website: www.ci.pg.ca.us/volunteer.htm

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