



Archivist Volunteer Position Description

Reports to: River Valleys' Heritage Committee Chair

Term: One year, with reappointment

Purpose: Serve as Trustee for the purpose of preserving and sharing the archival collections and receiving and managing donations of historical Girl Scout items.

RESPONSIBILITIES:

1. Share the archival resources through displays, programs and presentations.
2. Serve as a resource to alumni, staff, leaders, girls, researchers and friends of Girl Scouting.
3. Manage inventory of historic Girl Scout items, as directed.
4. Assist in the creation of educational and program troop kits to share the history of Girl Scouting, as needed.
5. Follow all GSUSA and River Valleys' policies, standards, and procedures.

QUALIFICATIONS:

1. Currently registered adult member of GSUSA.
2. Willing to fully participate in volunteer application and screening process.
3. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
4. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
5. Not collect, for personal gain, in competition with River Valleys' archives.

BENEFITS:

1. Opportunity to share your passion, experience, and enthusiasm for the Girl Scout program with girls and volunteers.
2. Collaborate with a team of dedicated Girl Scout volunteers interested in preserving and celebrating Girl Scout's rich history.
3. Receive limited accident coverage while carrying out Girl Scout responsibilities as a member of GSUSA.

RIVER VALLEYS' RESPONSIBILITIES TO OUR VOLUNTEERS:

1. Strive to match your skills and talents with an appropriate volunteer position.
2. Provide a volunteer position description and orientation to your position, River Valleys, and GSUSA.
3. Provide position-specific training when required and document when completed.
4. Provide an extensive network of resources, contacts, and programming ideas, and ensure services, materials, and resources are available and accessible.
5. Provide current information on upcoming events and activities through newsletters, meetings, and online resources.
6. Provide ongoing support, guidance, evaluation, and recognition of your volunteer service.