



## **Bruce Trail Conservancy Volunteer Position Description**

### **Archivist**

Maintain BTC items of historic importance.

### **Essential Elements:**

- Read the Volunteer Orientation Booklet and sign the BTC Volunteer Agreement
- Ensure the maintenance of an orderly collection of all written and printed material, photos, maps, audio and video tapes, films, and other artefacts of historic importance in the development of the BTC
- Maintain contact with BTC staff and other BTC volunteers to ensure that any Club or personal materials are reviewed to determine their historic value before disposal.
- Encourage the Clubs to develop guidelines and procedures regarding the preservation of Club archival material.

### **It is helpful to have:**

- Preservation skills
- Interest in history
- Good judgement skills
- Organization and administration skills
- Writing and editing skills