

**Collection and data entry volunteer positions for Park Forest Historical Society.
IMLS Museums for America Collections Stewardship Grant Oct 2013-Oct 2015
Volunteers for accessioning of collection and data entry into PastPerfect
Collections Maintenance Database.**

- Fluent in English language.
- Able to take detailed instruction and training.
- Able to read detailed information.
- Able to type detailed information into appropriate categories in the template.
- Able to type with sufficient speed and accuracy.
- Possess clear handwriting for marking collections with accession numbers.
- Works well in a group project, with sufficient communication and feedback skills.
- Ideal candidates will be able to commit four hours per week for up to 50 hours per week, **for two years**. We realize this may be difficult, and are willing to work with volunteers who can offer smaller time commitments, for less than two years. We still very much need for these volunteers to be able to give a number of hours, to return our investment in training.
- Able to discern importance of the collection to researchers' needs over time, and to extract appropriate details from the records which will aid volunteers and researchers in connecting with collection materials.
- Works independently, or with others as required.

The collection work will be done on in the Archive Office of the Society, in St. Mary's Catholic Church, 227 Monee Road, Park Forest, IL 60466.

**These are volunteer positions, with no benefits, except for the experience gained.
The Park Forest Historical Society is a drug-free workplace. Transportation must be provided by the volunteer/intern. Public transportation in Park Forest is limited and does not stop near the Archive Office.**

Those interested in applying for volunteer collection work and data entry should call Jane Nicoll, Archivist, at her home, 708-481-4252; or email her via the website at www.parkforesthstory.org.

See also Volunteer or Intern to document the collections of the 1950s Park Forest House Museum.