



Volunteer description

Volunteer Archivist

Position summary

Children's Health Foundation of Vancouver Island is looking for a Volunteer Archivist to support the archiving and cataloguing of permanent collections of information such as maps, photographs, artwork, videos, and documents, which are intended to preserve the Foundation's rich history.

Duties and responsibilities

- Organize, assemble, catalogue, preserve, and manage valuable collections of historical information.
- Assist in special projects.
- Assist staff and researchers in identifying sources for their research.

Qualifications and recommended experience

- An interest in children's access to health care services.
- Previous archival and/or library experience a plus.
- Highly organized and able to work within existing structures.
- Basic computer skills, experience with scanning and saving files to a network.
- Microsoft Access database experience or willingness to learn.
- Ability to work well with others as well as work independently.

Expected commitment

- The Foundation prefers a regular commitment, at least once or twice a week for 3 to 4 hours working at the Queen Alexandra Centre for Children's Health at 2400 Arbutus Road.
- This volunteer position would have regular touch points with the Foundation's communications team.

About Children's Health Foundation of Vancouver Island

Children's Health Foundation of Vancouver Island has invested in the health of Island kids for more than 90 years. Our vision is to ensure all Island families have access to the health care they need. Thanks to the generosity of our donors, we are able to bring supports closer to home and help transform the lives of children and youth living with physical and mental health challenges.

Our crucial fundraising work began with inpatient support for kids with polio and other physical health challenges in 1927 and has evolved with every emerging health care need in the decades since.

As we approach our 100-year anniversary, we have so much information that needs the support of an archivist.

To apply

Please forward your resume and any relevant information to Paige Jarvis at paige.jarvis@islandkidsfirst.com. The application deadline is April 30, 2020.