

## Historical Archives Coordinator - VOLUNTARY

Gould League are looking for an experienced person to assist us with decades of historical archives held at our Cheltenham site. Ideally, you will have a passion for history and a strong level of experience in cataloguing, scanning and filing a range of materials and resources. The role requires between 6 - 8 hours week which can be done in one day or split over two days. The work will be based mostly at our Cheltenham office, but some work may be able to be done from home.

### ABOUT GOULD LEAGUE

Gould League [www.gould.org.au](http://www.gould.org.au) is an independent not-for-profit organisation celebrating over 110 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

### ABOUT THE ROLE

- We are looking for a reliable part-time volunteer to help with cataloguing, printing and scanning a range of materials such as posters, books, and other miscellaneous items. The ideal outcome for us is to produce a book on the history of Gould League.
- You will need to be highly organised with strong communication skills and a great attention to detail.
- You will need to have a comprehensive level of English for this role as there is a lot of reading of text involved
- Ideally you are a self-starter who will be able to work well as part of a small team and independently.
- You will need proven administration experience with using different programs, Microsoft Office suite (Word, Excel, Outlook etc) as well as experience with printing, scanning, laminating and other office tasks.
- Most of the work will be at our Environmental Education Centre at Cheltenham where you will have access to a desktop computer, printer, scanner and other stationary. Some online work may be done at home if you have access to a computer, internet and programs required to complete tasks. This can be discussed on application.
- You will be working closely with Gould League's General Manager and Bookings Manager about tasks you need to complete.

### YOU WILL NEED TO HAVE

- A passion for history, the environment and sustainability.
- A warm, enthusiastic personality and open communication skills. Comprehensive level of English.
- Proven office administration skills with experience in using Microsoft Office and Outlook.
- Ability to catalogue, scan and outline the history of the organisation in written form, as the ultimate goal is to develop a book on the history of Gould League.
- Ability to speak with life members and former staff to gather missing historical information.
- Working with Children's Check as our Sustainability Centre hosts excursions with school children.
- 6 - 8 hours a week to offer. This can be done in one day or split over two days. Minimum commitment of 6 months, but preferably 12 months.

### HOW TO APPLY FOR THIS ROLE

Please forward your cover letter (explaining how you fit with Gould League desired attributes/skills as outlined above) and your resume with at least 2 references to [bookings@gould.org.au](mailto:bookings@gould.org.au) using the subject

line: APPLICATION Gould League Volunteer Historical Archives Coordinator. Applications close January 30 unless the position is filled prior. For more information phone Greta on 0431 107 389 or contact [bookings@gould.org.au](mailto:bookings@gould.org.au) Please note references may be contacted upon receipt of the application. Only shortlisted candidates will be contacted.

