



# Youth Volunteer Stream Description - Archives & Collections

The Archives & Collections Stream includes all of the work related to the objects, documents, photographs, and recordings that are part of the Eastern Shore Archives and used within Memory Lane Heritage Village or as research to recreate 1940s village life on the Eastern Shore.

## What's involved?

This volunteer stream includes the following youth volunteer roles:

- **Archival Support** - mainly scanning documents and photographs but may also include some indexing and photo identification amongst other tasks with more in-depth training.
- **Artifact Cataloguing Support** - helping to identify, research, measure, photograph, and number artifacts being accepted into the Society's collections.

Time commitment:

- Generally, as and when needed or available. Archives & Collections roles may have a more set schedule over the summer so a group of volunteers come in together.

## Age Range

Roles in this volunteer stream tend to be most suitable for slightly older young people (14+). We always approach age in relation to a particular role on a case by case basis.

## Why get involved?

By getting involved with this volunteer stream you will:

- Join a friendly, enthusiastic, and supportive team of volunteers
- Meet other young people from the local area
- Learn about the history of the Eastern Shore
- Receive training and develop skills related to your role(s). Training will mostly be on-the-job
- Have opportunities to take part in mentorship and knowledge transfer programs
- Develop valuable experience for your resume
- Earn hours towards school/group community service requirements
- Make a meaningful contribution to the local community
- Get to see behind the scenes at a heritage attraction

## Skills, Experience & Interest

**Most skills required can be easily learned.**

- Interest in the history of the Eastern Shore
- Ability to follow instructions closely
- A methodical and careful approach for detail-oriented work and delicate handling of artifacts, documents, and photographs
- Ability to use or willingness to learn to use a scanner
- Willingness to ask questions if unsure of anything

## Recognition

As a thank you for their time and effort, youth volunteers receive the following:

- Free Cookhouse meal on volunteering days (Jun-Sept, and during special event / designated volunteer days)
- Invitation to Annual Volunteer Appreciation Dinner - and you can bring a friend!
- For 10+ volunteer hours in a year, a free Lake Charlotte Area Heritage Society membership which includes:
  - Free admission to Memory Lane Heritage Village (including most special event days)
  - Ability to vote at all meetings of the Society (for those 14+)
  - 10% off Cookhouse Chow, Special Event Meals, and Heritage Dinners
  - Discounted pricing on many evening events and Heritage Village branded merchandise
- Youth Socials 1-2 times per year (usually at beginning and end of summer season) - pizza parties, ice cream socials, games nights etc.
- Youth Volunteer Awards, including certificates and small prizes