

History and Archive Committee Volunteer

Volunteer Position Description



When you see the whole, your part makes sense.

As a History & Archive Committee Volunteer, you'll help collect, organize, and share the rich history of Girl Scouts in our area. You might help run fun programs for girls, manage historical items, or set up cool displays at service centers, camps, or events across our 18-county council.

Alone we can do so little; together we can do so much!

As a History & Archive Committee Volunteer, you'll get support from the Manager of Corporate Giving and Special Events

Know your role. Rock your role.

Here are some of the awesome things you'll do as a History & Archive Committee Volunteer:

- Receive and record donations of archives
- Enter manual entries in the online museum database
- Conduct programs for girls on Girl Scout history
- Set up and tear down displays regarding Girl Scout history at GSNEO service centers and camps, area museums and events throughout the 18-county GSNEO region
- Administer the GSNEO History patch
- Foster diversity: Understand, respect, and embrace differences.

Grow your skills, grow your future.

Being a History & Archive Committee Volunteer helps you grow, too! You'll build skills like:

- Staying organized
- Managing time
- Solving problems
- Using technology
- Working independently
- Being flexible and thinking on your feet

Great work starts with clear expectations.

- **Follow the Rules:** Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Membership & Safety:** Be a current GSUSA member and pass the volunteer screening process, to help keep girls and volunteers safe. Volunteers with a Finance restriction(s) are unable to hold this role.
- **Communication:** Volunteers in this role need to be able to send and receive messages through email, text, or social media and agree to receive emails and texts from GSNEO and GSUSA.
- **Renewal:** This role is reviewed every year and can be renewed if both the volunteer and council staff agree.
- **Time Expectations:** Low commitment: 1-3 hours per month all year.
- **Training:** Current committee members will provide training and support.
- By taking this volunteer position with Girl Scouts of North East Ohio, I promise to follow the Girl Scout Promise and Law. I will keep all Girl Scouts information about members, volunteers, and staff private and respectful.