

Summary

Collection Management volunteers assist with curating historic materials and artifacts. Volunteers assist in documenting and preserving important cultural resources at OC Parks historic facilities and some regional facilities.

Duties and Responsibilities

- Inventory and label collections.
- Database input using museum management software.
- Digitization of photographs, ephemera, and related materials.
- Ensure proper storage of collections.

Eligibility

- Complete all requirements as an OC Parks Volunteer.
- Recommendation by park staff.
- Aptitude to learn technical information in digitization and software input.
- Ability to work independently and for sustained periods on a computer.

Training Path

1. Complete OC Parks Volunteer training program.
 - a. Program Orientation Training
 - b. Background check
 - c. CPR and First Aid Certification
 - d. Complete site-specific training to receive park certification.
 - e. Receive OC Parks Volunteer uniform.
2. Complete collection management training with OC Parks staff.

Typical Schedule

- Flexible depending on staff availability.