

## **Role Descriptions for New Volunteers**

## Areas for volunteering

There are many areas for volunteering at SAGHS, both on-site and off-site.

Job descriptions for the following roles are available:

- Reception desk
- > Resource desk
- > Transcription of birth, marriage and death records
- > Data entry of birth, marriage and death records
- > Cemeteries project
- > Headstones project
- > Donated certificates
- ➤ Hospital admissions project
- > Newspaper personals project
- > School project
- > South Australian parish registers project
- > IBSA project (Irish records)
- > Miscellaneous records project
- Working bees

Most training is provided on-the-job by project team leaders and fellow team members.

A training survey is available to help in identifying other training needs.