



Lake Erie Nature & Science Center

Our Mission: The nonprofit Lake Erie Nature & Science Center educates and inspires each of us to understand, appreciate and take responsibility for our natural world.

501(c)(3) nonprofit organization
Tax ID #34-0845030

Volunteer Position Posting: Archivist

Position Summary: Lake Erie Nature & Science Center seeks a volunteer archivist to help organize, document, and preserve the Nature Center's historic collection and share the history with visitors. The volunteer archivist will help to inventory, document, catalog, and preserve manuscripts, photographs, objects, and audio visual items. The volunteer will follow the organization's volunteer handbook and adhere to its protocols.

Schedule: The archivist may work during open hours Monday through Sunday from 9 a.m. to 4 p.m.

Responsibilities:

- Inventory all items in the collection;
- Organize items into catalogs;
- Create a searchable electronic database or spreadsheet for internal use including description;
- Scan or otherwise digitize records where possible;
- Help to secure and protect items in the collection.

Qualifications:

- High attention to detail
- Accuracy
- Knowledge of historical collection requirements
- Excellent organization skills
- Project management
- Appreciation for the Nature Center and its history
- Bachelor's degree in history, library science, archival studies or related field; or an equivalent combination of education, training and experience including two (2) years of demonstrated professional experience in handling and cataloguing archival material.

Organization: Lake Erie Nature & Science Center is a nonprofit organization providing informal science education for children, families, and people of all ages. It is the only facility providing wildlife rehabilitation in Cuyahoga County; it is one of two public access planetariums in Cleveland; and it is located in a park setting near Lake Erie. The Center offers a distinct blend of programs and classes for children, families, and young adults, wildlife rehabilitation and education services, and free admission to exhibits about science including live animal exhibits. Lake Erie Nature & Science Center is funded by private donations, program fees, and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

Project Purpose: The archivist will help with an organizational initiative to capture and share its history, to recognize founder Elberta Fleming as a visionary leader in nature-based early education, and to recognize people who helped to activate her vision.

Application: Please complete application form online, www.lensc.org/volunteer-opportunities. Check "Other" and enter Archivist.