



**VACANCY ANNOUNCEMENT ~ Volunteer-Flex Schedule**

The Arc of Dauphin County is accepting applications for the volunteer position of Archivist. Submit a cover letter, resume and available time to: [hr@arcofdc.org](mailto:hr@arcofdc.org)

**ARCHIVIST, THE ARC OF DAUPHIN COUNTY**

**Responsible to:** Senior Management Group (SMG)

**Supervises:** N/A

**Hours:** Part-Time – Extremely Flexible Schedule, and As Needed (as determined by the Archivist).

**Classification:** Volunteer

**JOB PURPOSE AND SUMMARY:**

Do you enjoy neatness and orderliness? Is organization a joy in your life? If you have office experience and/or library experience, if you are looking for fulfilling and important volunteer efforts to achieve on a part time basis based entirely upon your availability and schedule, and if you do have the ability to lift files and stacks of papers, and to climb two flights of stairs up to our archives, this position is for you! (It can also be shared/partnered with another person).

**About us:** We are a nonprofit organization, in existence since 1953 in Harrisburg. Our mission is to help those with intellectual and developmental disabilities. We operate many programs that are in schools, in our own campus, and in private homes. We help students with intellectual disabilities prepare for the real world, especially competitive employment; we help families find services that will help their child/ward. We champion rights and inclusiveness for those with intellectual and developmental disabilities. You can find out more at our Website, [www.arcofdc.org](http://www.arcofdc.org).

**About the position:** Government regulations require us to keep many records, and each of our seven main departments have internal documents to store for at least seven years. Since our history goes back over 60 years, we have boxes of photos, albums, and even examples of brochures, annual reports, marketing pieces, etc. that we have accumulated that we wish to sort and catalogue. We would need to launch an accession number system, and a system for de-accession.

We have just set aside a beautiful, very large room occupying the entire third floor of a building on our campus dedicated completely to the Arc Archives. There is no elevator to the third floor; you would need to be capable of navigating two flights of stairs. The Archives has its own separate heating and air conditioning system. The Archivist will have a separate desk/office space as well as the whole floor to themselves when working. Environment will be very quiet, few if any other persons present.

**About YOU:** We must be exceptional stewards of information. We are trusted with data that includes everything from photo release forms to reports on counseling we provide. You will not be handling social security numbers or detailed private medical data, yet you must be beyond reproach, honest and trustworthy. You must be able to catalogue, file, organize, and have the strength to lift files and place them in file cabinets. If you cannot lift “banker’s boxes”, we will have another staff member do that for you. This position is roughly 70% mental processes, 20% computer usage and 10% moving papers and objects as a part of the organization process. We will run a full complement of background checks including an FBI background check to assure that you will be competent for the trustworthiness aspect of this position. Your references will be thoroughly vetted. All work on site. You can be on site as little as once a month, more frequently if you are available.

The continued success of The Arc of Dauphin County depends heavily on its effort to effectively utilize the talents of all qualified people. Therefore, The Arc of Dauphin County prohibits employment decisions based on race, color, religion, sex, age, disability, national origin, ancestry, sexual orientation, gender identity, marital status, parental status, veteran status, military discharge status, citizenship status or source of income or any other protected status. All employment decisions are based on 1) individual merit, qualifications and competence as they relate to a particular position and 2) promotion of the principle of equal employment opportunity and affirmative action.

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To apply send your CV + three personal references and three business references and a cover letter to: [hr@arcofdc.org](mailto:hr@arcofdc.org). Alternately, you could send by postal mail to: Ashley Carter, Director of Finance and HR, The Arc of Dauphin County, 2569 Walnut Street, Harrisburg, PA 17103.