

VOLUNTEER JOB DESCRIPTION

Translator of Cursive Historic Documents

DUTIES AND RESPONSIBILITIES:

- Transcribes cursive writing [in (1780 - 1940) letters, documents, receipts], line-by-line

JOB REQUIREMENTS

- Must be dependable
- Must be neat, accurate and detail-oriented
- Must be proficient in Microsoft Word 2010, 2013 and/or 2016
- Must complete Volunteer Application

TIME REQUIREMENTS

- Must commit to a minimum of two hours per week for 6 months or longer
- May translate documents offsite, via images sent by email, translations may be returned in person OR via email
- If volunteering onsite, must be able to work on weekday(s) between 11:00 a.m. through 6:00 p.m.

TRAINING REQUIREMENTS

- Review of translation reference sources and helps
- Formatting translations in Microsoft Word
- If translating documents via email, must complete two-hour training at my office in Moncks Corner.

RESPONSIBLE TO:

Ramona Grimsley Contact: ramona.grimsley@berkeleycountysc.gov
Digitization Librarian

100 Library Street Moncks Corner, SC
work site

