

Archaeology and Historic Sites, Jackson Research Services Volunteer

Purpose:

To provide research services support to the operations of the Archaeology and Historic Sites (AHS) section of the Mississippi Department of Archives and History. This support will assist staff in furthering its mission to identify, preserve, and protect Mississippi's rich prehistoric and historic archaeological heritage through expanded public and professional education and stewardship. Volunteers are needed to assist staff in systematic archeological survey and inventory, maintaining and developing productive partnerships with various organizations and agencies, promoting effective archaeological programs and archaeological research.

Responsibilities:

- Staff and assist the public in the Research Center (aka Reading Room)
- Enter site cards into the Geospatial Information System (GIS). After further training, volunteer may be asked to plot sites and surveys on the GIS.
- File maps, archaeology reports, and site cards
- Catalog files (photographs, library)
- Conduct general office tasks such as photocopying

Qualifications:

- Ability to relate well to people of all ages, backgrounds, and educational levels
- Agreeable personality
- Computer knowledge preferred
- Organizational skills

Requirements:

- Able to successfully complete training

Time Commitment:

- Twelve (12) hours of volunteer service per year at AHS section are required to remain on the active volunteer list
- Continuous service assignment with a minimum commitment of one four-hour shift per week.

Benefits:

- The satisfaction of volunteering with professional archaeologists
- Continuing education
- Documented volunteer service for work or school credit
- A 15% discount at Mississippi History Store locations
- All training and training-related materials provided by the AHS section
- Volunteer appreciation activities provided by the AHS section and the Museum Division

Reports to:

AHS Volunteer Coordinator