



City of San Diego
Citywide Volunteer Program
Office of the City Clerk



ARCHIVAL ASSISTANCE

Description:

Interested in working with historical materials? Volunteers will assist City of San Diego Clerk's office with surveying collections to help categorize series, enter data, pack books and translate Spanish documents.

When:

On-going till project completion; 4 hours a day, 3 days per week, between the hours of 8:00 a.m. and 4:00 p.m.

Where:

Office of the City Clerk, located downtown, at the [City Administration Building](#), easy access by trolley.

Desired Qualities:

College level education or previous office experience is preferred; archiving experience and Spanish literacy is preferred but not required.

Contact:

Sheila Beale at sbeale@saniego.gov or call 619-235-5247.