

THE STEPPING STONES FOUNDATION, KATONAH, NY
VOLUNTEER POSITION DESCRIPTION (REMOTE)

LEAD ONLINE ARCHIVE VOLUNTEER - REMOTE (2-3 POSITIONS AVAILABLE)

Position Description: Stepping Stones seeks two part-time volunteers to help co-lead a remote volunteer force engaged in making our new digital manuscript and photograph archive accessible to the public and researchers.

Background: Stepping Stones, which is in the Town of Bedford, NY, is a private, nonprofit, and tax-exempt National Historic Landmark, is the historic home and archive of William Griffith Wilson ("Bill W."), who wrote the 12 Steps of recovery and cofounded Alcoholics Anonymous in 1934, and Lois Burnham Wilson, who cofounded Al-Anon Family Groups in 1951.

The home and archives include the Wilson's residence, Bill W.'s writing studio, eight acres of grounds (including flower and community vegetable gardens), 10,000 historic objects, and 100,000 manuscripts and photographs. The manuscripts and photographs have recently been installed on a digital storage platform with the intent of making 10,000 documents available for viewing by members of the public who register. Before the online archive can be launched publicly, the materials need to be categorized with key words, software-generated text needs to be corrected, handwritten text transcribed, and material reviewed. For more information historic landmark, archive, and the project, visit <https://www.steppingstones.org>

Primary responsibilities:

- Assist in developing and implementing the system and manual for volunteer work.
- Participates in beta test of volunteer process and manual.
- Train and answer questions of other online archive volunteers using the developed system.
- Oversee, manage, and give assignments to other online archive volunteers.
- Track progress, review and verify submissions, and check transcriptions for errors.
- Function as a communication link between Archives & Collections Manager and other lead volunteers.

Qualifications

- Experience managing volunteers or staff and collaborating with other volunteer leaders.
- Ability to communicate clearly and concisely.
- Understanding and comfort level with databases, email, spreadsheets (Google and Excel), and online meetings.
- Ability to read handwriting presented on screen.
- Familiarity with Stepping Stones and the history of Bill and Lois Wilson.
- Highly organized with good follow up skills.
- Able to work independently.

Preferred (but not required) qualifications:

- Project management
- Writing instruction or technical manuals or training websites
- Giving online training
- 12-Step general service and/or interest in 12-Step history and recovery

Starts: Mid-April to June 2022

Commitment: At least 5 hours per week for 1 year (Potential for renewal.) The role may also include occasional night or weekend online training sessions.

Apply by sending email expressing interest and detailing relevant experience to Archives & Collections Manager Sharon Wolff at archive@steppingstones.org