



## **VOLUNTEER JOB ANNOUNCEMENT**

### **POSITION: Volunteer: Camp Newspaper Names Indexing**

To apply, please fill out the volunteer application: [http://bit.ly/densho\\_campnewspaper](http://bit.ly/densho_campnewspaper). Questions can be sent to [family.history@densho.org](mailto:family.history@densho.org). All applications will be held in confidence. All submissions and questions should be sent via email -- please no phone inquiries.

Densho is seeking volunteers to help with indexing large amounts of printed data into Excel spreadsheets. We are indexing all of the personal names in the newspapers of the 10 major incarceration camps and some of the Assembly Centers. Work to be done remotely, and training included.

#### **Time Commitment:**

- Minimum 4 hours per week

#### **Description of Position Responsibilities:**

- Accurately transcribe data from printed pages to an Excel spreadsheet
- Access PDF newspaper editions through the Densho Digital Repository
- Email completed Excel spreadsheets to Densho staff

#### **Skills and Requirements:**

- Work to be done remotely
- Software requirements: Microsoft Excel and a PDF reader
- Accurate typing and spelling ability
- Detail-oriented
- Ability to look at a screen for extended periods