



## Volunteer Opportunity: Archives Assistant

Are you passionate about preserving history and supporting Rosebank College? Rosebank is seeking dedicated volunteers to join our Archives team. This is a unique opportunity to contribute to the preservation of our 150-year-old history.

### Volunteer Tasks:

As a Volunteer Archives Assistant, you will play a crucial role in documenting and preserving the rich history of our school. Your primary responsibilities will include:

- Sourcing and organising historical items related to the school
- Documenting and cataloging items for easy retrieval
- Basic data entry tasks to maintain a comprehensive archive system

### Requirements:

- Basic computer skills (data entry, file management)
- Availability to volunteer one day a week, ideally on most Tuesdays throughout the school term
- Strong attention to detail and organisational skills
- Passion for history and a commitment to preserving the legacy of Rosebank College
- Possess a valid Working with Children Check for volunteer status (or be willing to obtain one before you start)

### Benefits:

- Gain hands-on experience in archival work
- Contribute to the preservation of a 150-year-old legacy
- Work in a supportive and collaborative environment
- Make a real impact on the school community

This is a rewarding volunteer opportunity for individuals who appreciate the importance of maintaining and celebrating the history of our school. If you are interested in making a meaningful contribution, please contact [communications@rosebank.nsw.edu.au](mailto:communications@rosebank.nsw.edu.au), with a copy of your CV/Resume (if available) to express your interest or for more information.

Thank you for considering this valuable volunteer opportunity in supporting the heritage of Rosebank College.

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*The appointment of a Volunteer is conditional and based on the successful completion of all screening for child-related work and reference checks.*

*Rosebank College has zero tolerance for child abuse. Rosebank College supports and respects all children. Child safety and wellbeing are embedded in our practices. Rosebank College is committed to providing students with a safe, healthy environment.*

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