



Volunteer with the U.S. Forest Service Tonto National Forest

August 2017

Volunteer Opportunity (2)

Curation Assistant / Archivist

Photograph Conservationist

The Tonto National Forest (TNF) is currently seeking volunteers to help the TNF Heritage staff in the administration of the requirements of a complex Heritage Program. Two volunteer positions are currently available. Both positions are located at the Supervisor's Office in Phoenix, Arizona, and will be directly supervised by the TNF Forest Archaeologist.

Skills needed: Most importantly, applicants should be at least 18 years old, enthusiastic about Southwestern Heritage, and have a positive personality. Additionally, the individual should have basic computer skills and be able to communicate effectively through both oral and written means. Previous education, interpretation, and/or knowledge of southwestern archaeology, ecology/paleoecology, and/or history experience is helpful but not required.

Volunteers working in the Heritage Program may work with artifacts and information that is publicly restricted under the National Historic Preservation Act and other applicable laws. Security clearance and a signed Volunteer Agreement will be required to access government property, facilities and computers.

Curation Assistant/Archivist – The Forest currently maintains a collection of archeological artifacts, reports, and records. These are the direct result of archaeological investigations that have conducted on TNF system lands over the last 75 years. Although some of this information has been catalogued or otherwise tracked over the years, several boxes and individual items are present within the Forest's collection that have not been inventoried, catalogued, and placed into the FS corporate database.

Duties would include the assessment of the unknown contents of boxes, completing catalogue forms (spreadsheets) of contents on a Forest Service computer, naming and filing these catalogues into the FS corporate database, and returning items back into their original location in storage. The cataloging of artifacts will include the site from which the artifacts were collected, the circumstances under which they were collected, and specific artifact characteristics. Generating catalogues for all of the archaeological collections will provide the Heritage Program with information needed for reporting and documentation purposes.

Note: Applicant should be aware that artifacts may not have been fully processed at the time of their receipt. Volunteer may get dirty and may be subjected to moderate levels of dust.

Photograph Conservationist – The Forest currently houses a photographic collection containing several thousand historical images. Some of these images are historic artifacts in and of themselves; others were generated during the documentation of historic and prehistoric archaeological sites. All of the images



are currently maintained in a traditional (hardcopy) format. Time and repeated handling has resulted in the continued deterioration of these materials. Digitizing these images will allow the Forest to better utilize this information in the day-to-day administration of the Heritage Program.

Duties include the careful removal of images from books and sleeves, scanning images into a digital format (such as JPG) using a Forest Service computer, naming and filing each image into the FS corporate database, and returning the original image back into its protective location. Once the images have been digitized, they will be transferred into Forest Service archives for protection in archival conditions.

Initial Term: 6 months with 30 day probationary period, including training period.

Schedule: Flexible during normal business hours, minimum 8 hours/week.

Applications will be considered on a first come / first served basis.

For additional information or to submit a letter of interest and applicable experience please contact:

Primary Contact

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