

# YWCA IS ON A MISSION

**Volunteer position:** Archivist

**Available Shifts:** 1-3 hour shift; morning, afternoon or evening available

**Description:**

The archivist will work with staff to audit client files and box files that can be sent to storage based on Peer Review and state standards.

**Training needed:**

This volunteer will need to go through YWCA Northeast Indiana volunteer orientation and training on state standards for record keeping and client confidentiality. They will need to be on 4 training shifts before they can work independently.

**How to apply:**

Please fill out an application and send to Anna Thompson at [athompson@ywcaerew.org](mailto:athompson@ywcaerew.org). Please note in email or subject line the volunteer position title you are interested in.



Partner Agency

eliminating racism  
empowering women  
**ywca**

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