South Australian Cemeteries Project Volunteer

Job Description

The South Australian Cemeteries Project team is initially working on transcribing records from cemeteries to Excel spreadsheets. The database records are then checked, and corrections done, twice by different volunteers to ensure the data has been correctly transcribed. Finally the transcripts will be consolidated into one database for members to access on the computers.

The registers contain a wealth of information of use to family researchers. This can include:
- full name of the person
- date of birth, death and/or burial, if available
- name and occupation of a parent or guardian, if available
- other names
- religion, if available
- Any other relevant information considered important for the project

The job requires:
- attention to detail and accuracy – following the instructions for data entry; information must be typed as it is written on the record, even though there may be spelling mistakes in the original
- collaboration - if you or other transcribers are having trouble reading a record, check with each other for opinions
- patience and persistence – many records can be hard to read due to condition of the original records and standard of the writing

In line with the Society's Work Health and Safety policy, Cemeteries team volunteers need to:
- ensure that the project room and its equipment are used safely
- care for personal wellbeing – ask for help if it is needed to move microfiche readers, have breaks to maintain alertness, give your eyes a rest from screens and move to prevent stiff muscles
- in the event of any emergency, follow the instructions of the person in charge and assist other users or project volunteers to evacuate if told to do so.