

Welcome as a new volunteer at the South Australian Genealogy & Heraldry Society Inc.

If you will be volunteering on the Society's premises your orientation will include a staff member, or a volunteer, showing you around the building and giving you an outline of what is involved in being a volunteer at the Society. The following is some of the information which will be covered.

Amenities

Toilets are located at the rear of the building.

A kitchenette and lunchroom, also at the rear of the building, are available for your use.

Bag storage is provided in the kitchenette.

As an on-site volunteer you might be working in the library, the computer room, the project room, upstairs or in the Office.

Parking

Parking is available:

- at the rear of the building at 201 Unley Rd (limited),
- in Fairford Street, all day parks on the north side, 4 hour parks on the south side,
- and Rugby Street, all day parks on the west side and part of the eastern side at the rear of the property.

If the front door is closed use the buzzer at the rear door to gain entrance to the building.

A disabled parking space is provided. Volunteers wishing to use the disabled park are encouraged to advise the Office to determine whether it will be available when needed. The buzzer at the rear should be used or entry.

Routines

Please sign in and out in the Volunteers' Book at the front desk, entering your name, membership number (if appropriate) and times of arrival and departure.

When you are on duty please wear the volunteer's badge which is provided.

Areas for volunteering

On-site: library (eg research assistance, books, microfiche, databases and online programs in the computer room), projects (eg schools, cemeteries, hospitals, newspaper personals), research, working bees.

Off-site: projects (eg cemeteries, state records, local repositories)

A role description is available for the different areas of volunteering.

Staff

Business Manager – Emily Richardson (08) 8272 6477 saghs.busman@saghs.org.au

Office Manager – Sandra Doddridge (08) 8272 6477 saghs.admin@saghs.org.au

Membership Officer – Meryl Stephenson (08) 8272 6477 saghs.members@saghs.org.au

Librarian – Marie Maddocks (08) 8272 6477 saghs.librarian@saghs.org.au

Communication

Street address

201 Unley Rd, Unley.

Bus: Stop 5, Unley Rd, Unley (Bus route 190 is direct from the City to our front door)

Postal address

GPO Box 592, Adelaide, South Australia, 5001.

Telephone (08) 8272 4222

Website <https://www.genealogysa.org.au>

Email saghs.admin@saghs.org.au

SA Genies, a dedicated email newsletter, which is just for you, our volunteers.

Volunteers' Noticeboard located in the lunchroom.