

Position title

Chairperson - USJF Archivist Committee

Job Overview

Responsible for maintaining and archiving judo historical documents for the USJF Library. Also responsible for creating reports upon request, overseeing committee duties including but not limited to membership recommendations, archiving of documents, setting up process for archival storage, and improvements in the archiving process.

Responsibilities/duties

Chairs responsibilities include:

- 1) Budget and Reporting
 - a) Creating and sending to the President and Executive Director semi-annual reports which are normally a page or two and sent via e-mail.
 - b) Creating budget requests
 - i) Creating annual budgets for such things as
 - (1) Software (i.e., adobe acrobat)
 - (2) Scanners
 - (3) Transportation of source materials including shipment costs for boxes of judo historical documents to the Chair and the national office.
 - (4) Removable media
 - ii) If special situations arise the chair works with the Executive Director to seek additional funds.
 - c) Provide annual budget report (funds that are unused are normally given back to USJF for the Development Committee.).
 - d) Sending out additional updates to members.
- 2) Documents
 - a) Solicitation and collection of materials
 - i) One of the biggest sources of judo documentation in the US are the programs from various event.
 - ii) Requests can be made to the tournament director to send the archivist chair the program event document
 - iii) Archivist members can also get programs from events they attend or other people who have attended the events.
 - b) Searching for articles on the Internet on judo in the United States.
 - i) After the search responsible for deciding to save the articles to our files.
 - ii) This normally takes about ten to twenty minutes daily.
 - c) Coordination of materials including shipment
 - d) Scanning of documents and materials
 - e) Searching for articles on the Internet on judo international and events
 - i) Searching for results of International and National judo events
 - (1) It is suggested to use www.ippon.org for international events that US judoka participate in.
 - (a) Sometime, these takes up to an hour to access their events and place them in an orderly fashion.
 - ii) Searching for National Judo Events results from USA Judo, USJF/USJA Summer National results
 - (1) Normally get results and bracket sheets from the tournament director.
- 3) Storage of original material
 - a) From time to time, original material is sent to USJF HQ in Oregon
 - b) Coordination with the executive director should occur regarding the storage of hard materials

Reports to

President

Qualifications

Appointed by the USJF President

Good written and oral communication skills

Organization skills

Reading skills

Computer literacy

Ability to develop and manage a budget

Knowledge about how archives work

Working Conditions

The work will be performed at company headquarters or locations which has engaged the company. The position may include some travel. It will be done in circumstances amenable to performing the responsibilities and tasks of the position described. May be required to be available on weekends and/or evenings when and if the needs arises.