**Spanish Language Virtual Document Translator**

Volunteer Job Description



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| **Position Overview and Impact:** | The volunteer translator will help to translate promotional flyers, communication materials and web content from English to Spanish virtually on their own devices. The volunteer will directly contribute to increasing the Salinas’ Public Library’s capacity to reach all citizens in the Salinas’ community and give all people the ability to benefit from the many free resources and opportunities we have available. |
| **Key Responsibilities:** | * Translate provided documents from English to Spanish
* Review all translated documents for accuracy
* Submit translation within the requested time frame to the library’s volunteer coordinator
* Document translation requests and all time spent on each project.
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| **Qualifications:** | * Professional communication skills in written English and Spanish
* Proficiency in Spanish grammar and language rules
* Works well independently
* Strong organizational and time-management skills
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| **Training and Support Provided:** | Our volunteer will be oriented to the library’s various services and resources to have context for the different documents being translated. There will also be training provided on our formatting methods and the different type of documents that will be translated.  |
| **Time Commitment:** | This can vary widely depending on the time of year, but we estimate up to 10 hours a month. |
| **Length of Commitment:** | This position is ongoing; however, we ask for at least a 4-month commitment from our volunteer. |
| **Benefits of Volunteering:** | * Help extend our reach in the community to increase services to library users.
* The ability to use time-management and self-organization in a real-world, work environment.
* The chance to learn about the range of resources and services the library has to offer.
* Flexibility as to where work is done – this will all be done on the volunteer’s own device.
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| **Contact Person:** | Madison Creppell - madisonc@ci.salinas.ca.us or (831) 758-7039 |

Salinas Public Library

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