

SPECIAL COLLECTIONS DESK VOLUNTEER

Definition

This volunteer works independently at the Special Collections service desk and is scheduled for a 2-3 hour shift a minimum of one day per month. As part of the library team, you may be asked by patrons to assist in finding items or to direct their research requests onto staff.

Volunteer would primarily work in Special Collections but may have the opportunity to participate in offsite library events.

Examples of Duties

- Create a welcoming environment by greeting every patron.
- Assist patrons in locating items.
- Answering incoming phone calls.
- Record research requests to forward to staff.

Eligibility Requirements

- Complete online application.
- Attend any necessary training.
- Pass a criminal and sex offender background check.
- Work one day a week for a minimum of two hours a day.

Knowledge and Skills

- An interest in genealogy and local history.
- Ability to work independently without supervision.
- Basic technology literacy.
- Knowledge of the Dewey Decimal System (preferred but will train).

Physical Demands

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being performed by volunteers.