



## Genealogy Volunteer

### General Description:

Volunteers will be asked to do a variety of duties to support daily library functions. A complete knowledge of the alphabetical filing is required, knowledge of the Dewey Decimal system is preferred, but training is available. Genealogy volunteers will work closely with the Genealogy Librarian and will be properly trained for any and all tasks.

### Physical Requirements:

As a library volunteer you will be expected to push/pull heavy carts of items, to lift up to 15 pounds, and be able to perform repetitive hand, arm, and body movement. You must also be able to stoop, stretch, bend, and reach above your head, walk, climb stairs or use step stools, and stand for long periods of time.

Volunteers may come into contact with, and must be able to tolerate, odorous individuals/materials including but not limited to pet odors, mold, allergens, body odor, cigarette smoke, and other possibly offensive smells.

Volunteers are expected to be dependable, responsible, regular and timely in attendance. If you anticipate being absent or late, please call so we can schedule a replacement if needed.

### Volunteer Responsibilities may include:

- ◆ Researching inquiries
- ◆ Organizing research materials
- ◆ Preserving/Archiving materials
- ◆ Digitizing print materials
- ◆ Creating index lists of material holdings
- ◆ Light cleaning / dusting of shelves and some materials

Thank you for Volunteering with us!