

## **Local History Assistant**

### Qualifications:

- 18 years or older
- Excellent organizational skills
- Knowledge of alpha/numeric order
- Possesses working knowledge of PCs, Microsoft Office, Internet, as well as familiarity with the basic functions of saving and printing materials
- Understanding of historical method in research
- Respect for historical documents, photographs, and artifacts

### Responsibilities (may include but not limited to):

- Updating the Vertical File Folder Index
- Subdividing and reorganizing Vertical File Folders
- Shelf reading Local History and Genealogy shelves
- Various preservation duties as assigned
- Historical or genealogical research depending on qualifications and as assigned
- Provides assistance during Local History and Genealogy programs such as computer classes and Genealogy After Hours

### Training and Support:

- Volunteer orientation (online)
- Library Policies (online)

Minimum Time Commitment Requested: 2 hours per week for six months

Supervisor: Head of Local History & Genealogy Services or Branch Manager