

VOLUNTEER JOB TITLE:

Genealogy and Local History Volunteer

VOLUNTEER REPORTS TO:

Adult Services Manager

PURPOSE OF VOLUNTEER JOB:

Assist patrons in their genealogical and local history research

TIME COMMITMENT REQUIRED:

Two hours per week on a regular basis

DUTIES & RESPONSIBILITIES:

- Research information for requests that come in online, phone, or mail
- Respond to questions from patrons on the topic of genealogy
- Respond to questions from patrons on the topic of local history
- Assist in the use of online resources that support genealogy and local history

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- Expertise in local history
- Expertise in the subject of genealogy
- Ability to work independently
- Ability to read, speak, and understand English
- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies, and procedures
- Ability to received instruction from library staff and the cooperation to abide by library policies and regulations

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