



Genealogy Assistant Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Genealogy Assistant

Responsible To: Assistant Manager/Special Collections Librarian

Qualifications:

- 18 years or older
- Some familiarity with genealogical research methods (Ancestry.com, FamilySearch, etc.)
- Proficiency with various computer software programs and use of the internet
- Strong customer service skills working with the public
- Ability to work independently
- Ability to perform light physical activity such as shelving and shifting books

Responsibilities:

- Greet library patrons and assist them with genealogy/historical research while maintaining respect and confidentiality handling personal information.
- Shelf books and microfiche, paying special attention to call numbers.
- Straighten and arrange book shelves and microfiche cabinets to ensure proper order.
- May suggest books to be purchased or files to be added.
- Maintain confidentiality while working with patrons' personal information
- Use genealogy databases, microform readers, computer equipment and the copy machine to assist patrons.
- Work on personal genealogy to become familiar with the collection when there are no patrons to assist.
- Other duties as assigned.

Time Commitment: 2-4 hours per week ongoing, preferably the same time/day each week.
Ongoing time commitment with a 6-month minimum expectation.

Training: Extensive training required with Special Collections Librarian.

Location: Special Collections (3rd floor)

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org