

Loutit District Library

Job Description

Job title: Volunteer Local History/Genealogy Aide

This position reports to: Library Assistant II -- Local History and Genealogy

Job Summary:

This volunteer aids the Library Assistant with various ongoing genealogy and local history indexing and preservation projects.

Primary Job Functions:

1. Extract obituaries from the *Grand Haven Tribune*.
2. Extract birth announcements from the *Grand Haven Tribune*.
3. Photocopy newspaper articles from lateral files.
4. Photocopy *Gossip* columns from the *Grand Haven Tribune*.
5. Prepare materials for digitization using book-scanning equipment.

Knowledge, Skills, and Abilities:

1. Ability to acquire knowledge of the principles and practices of public libraries and an understanding of local library policies.
2. Ability to follow verbal and written instructions.
3. Ability to work harmoniously with other library employees and with patrons.
4. Ability to lift and/or move materials as necessary.

Requirements:

1. Must be at least 18 years old.
2. Stooping, bending, and reaching overhead.
3. Experience with general office equipment.
4. Computer experience desirable.

Working Conditions:

1. Climate-controlled building.
2. Fast-paced library setting with distractions.

Reporting Relationship:

1. Reports to the Library Assistant II – Local History and Genealogy. In the absence of that person, reports to the Assistant Director. In absence of the Assisant Director, reports to Library Director. In absence of Library Director, reports to a Librarian. In absence of a Librarian reports to the Library Assistant II in charge.

The above is intended to describe the primary and secondary job functions and the requirements for the performance of this job. This job description is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

Approving this job description:

_____	_____	_____
Library Director	Date approved	Date reviewed

_____	_____	_____
District Library Board	Date approved	Date reviewed