

Research/ Volunteer Coordinator

- Position Type: Genealogy research library & volunteer coordinator duties/20 hours per week. Hired upon approval of the full Board of Directors.
- Objectives of Position: Responsible for daily Research Library reception, guest assistance, and various library duties. Manage/coordinate volunteer program
- Performance Requirements: Detail to work and organizational skills a must. Strong computer and clerical skills, accuracy in record keeping, documentation and data entry. Ability to work with people. Learn the Past Perfect Museum Software Program. Knowledge of Douglas County history and all collections in the Historical Society, knowledge of research library resources and policies.
- Line of Accountability: Reports directly to Director of Operations
- Absence: Reports directly to Director of Operations
 - ❖ Keep time sheets current
 - ❖ Accumulating flexed hours for special events, i.e. open house.

Monday – Friday 10-2
~ 4 Hours per day ~ 20 hours per week ~

1. Research Library

- a. Supervise daily operations, library resources and library equipment.
- b. Familiarize self with all machines in the research department and report supplies needed to DOO.
- c. Troubleshoot problem areas when needed, i.e. copy machine jams.
- d. Familiarize self with volunteers and their specific duties ensuring that all steps are completed for individual research requests.
- e. Familiarize self with county history and how to access this information. How to do census and naturalization searches.
- f. Knowledge of researching genealogy sources, what's available for family research.
- g. Knowledge of how to access photo collection. How to scan, print photo and burn cd.
- h. Data entry

2. Volunteer Program

- a. Interview potential volunteers and process required paperwork
- b. Create job descriptions/jobs for volunteers
- c. Keep volunteer timesheets up to date.
- d. Delegate all volunteer tasks, meetings, and all communications with volunteer staff.
- e. Coordinate all data-base programs used by volunteers
- f. Coordinate training/workshops available to volunteers
- g. Coordinate annual volunteer recognition
- h. Keep volunteer handbook updated

3. Receipt daily incoming monies in the Research Library.
 - a. Complete credit card transactions.
 - b. At end of week bring total receipts/money to DOO for deposit.
4. Keep research area neat and clean inside and out.
5. Attend workshops for continuing education/training of computer related duties/data entry.

➤ **20 Hrs x 52 weeks**

➤ **Monday- Friday 10 AM-2 PM**