

Research & Volunteer Coordinator

- Position Type: Genealogy research library & volunteer coordinator duties/40 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 volunteers. Work to support Douglas County Historical Society, located in Alexandria, MN.
- Performance Requirements: Detail to work and organizational skills a must. Strong computer and communication skills, accuracy in record keeping, documentation and data entry. Ability to work with people is crucial. Comfortable using online genealogy and heritage resources.
- Line of Accountability: Reports directly to Director of Operations, Board of Directors
- Absence: Reports directly to Director of Operations, Board of Directors
 - ❖ Keep time sheets current
 - ❖ Accumulating flexed hours for special events, i.e. open house.

Monday – Friday 8:30-5

~ 6-8 Hours per day ~ 30-40 hours per week ~

~ Some flex hours may be required for special events, etc.~

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. Familiarity with computers and programs such as Excel, Word, etc. required
- d. Troubleshoot problem areas when needed, i.e. copy machine jams.
- e. Familiarize self with volunteers and their specific duties ensuring that all steps are completed for individual research requests.
- f. Familiarize self with Douglas County history and how to access this information in various databases
- g. Knowledge of researching genealogy sources, what's available for family research.
- h. Maintain a friendly and helpful attitude when working with research patrons

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. Create new programs to help educate volunteers in usage of research tools and materials
- h. Coordinate annual volunteer recognition
- i. 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. Provide support to DOO and other house operations

- a. Flexibility required when handling special events
- b. Willing to support other organizational needs and work as part of a team
- c. Work with volunteers and DOO to create new exhibits and outreach programs
- d. Take outreach programs into the community on occasion

NAME

Date

DOA

Date

DCHS President

Date