

HMCPL Volunteer Job Description

Position Title: Obituary Index Volunteer

Branch or Department: Main Library

Supervisor: Special Collection Manager

Length of Commitment: 6 Months

Time Involvement: Two hours minimum per week

Position Summary: Reads archived microfiche of local newspapers, noting the placement of obituaries as they are found. The results of this project may be seen at <http://obits.hmcpl.org>

Essential Functions of the Job: Cooperates as a team member to help fulfill the Library's Mission Statement: "To enrich the educational, recreational, and cultural life of our community through materials, information, and programs that foster a life long love of learning."

Major Responsibilities: Carefully noting the obituaries found on microfiched versions of local newspapers, including the full name, date the obituary appears in print and, if available, the burial site.

Qualifications: Volunteer must be age 14 or above. Alphanumeric and numerical skills are required and will be tested. Ability to organize with attention to detail. Good interpersonal and critical thinking skills.

Dress Code: Any time that you are at the Library in a volunteer capacity, you must wear your volunteer badge. It can get chilly in the library, so you might want to bring along a light jacket or sweater. Appropriate clothing choices include khakis, jeans (in good repair), collared shirts, unprinted t-shirts and comfortable shoes. Inappropriate clothing choices include athletic shorts, mini-skirts, short shorts, super low-rise jeans, halter tops, tank tops, muscle shirts or screen printed t-shirts.

Working Environment: The work environment involves everyday risks or discomforts which require normal safety precautions typical of office environments. The volunteer will regularly interact with the public, library employees and other volunteers.

Physical Demands: This is a sedentary position which requires the ability to read microfiche. Must possess the vision required to read printed materials and a computer screen.