

## **Tecumseh District Library**

215 North Ottawa Street – Tecumseh, Michigan 49286-1564 – 517-423-2238 – Fax 571-423-5519

### **Volunteer Position Posting**

Application Deadline: Until Position Is Filled

**TITLE:** Historical Room Indexing Volunteer

**REPORTS TO:** Local History Librarian

**WORK SCHEDULE:** Two hour shifts; one morning or afternoon per week, Monday through Friday

**RATE OF PAY:** No monetary compensation

**QUALIFICATIONS:** High school diploma or its equivalent; some college preferred.

A willingness to work with the library staff to contribute to the excellence of Tecumseh District Library.

Ability and desire to serve the public pleasantly and efficiently.

Demonstrated ability to be dependable, flexible, and energetic, have a positive public service attitude and be a cooperative team member.

Ability to work independently with a minimum of supervision.

Demonstrated ability to perform detail work with accuracy.

Excellent oral and written communication skills. Good penmanship.

Some bending and stooping required.

Basic keyboarding skills preferred.

Basic knowledge of Microsoft Excel required.

Ability to read small print for at least one to two hours per day.

Personal grooming and attire must be clean and appropriate for public business.

#### **PERFORMANCE RESPONSIBILITIES**

- Indexing the births, marriages and deaths published in past issues of the *Tecumseh Herald* by reading the microfilmed copies and accurately writing the information down by hand onto a chart.
- Accurately transferring the charted information into the *Tecumseh Herald* Newspaper Database.

Tecumseh District Library is an equal opportunity employer

Submit Library Volunteer Application and References to:

Mary Beth Reasoner, Volunteer Committee Chair

Tecumseh District Library

215 North Ottawa Street Tecumseh, MI 49286-1564

*Revised January 2020 by the Volunteer Committee*