



# Topeka Genealogical Society Volunteer Position Description

## **Position Title: Volunteer Librarian**

**Reports To:** Library Volunteer Coordinator

**Purpose:** Volunteer Librarians staff the TGS Library during operating hours. They assist library patrons in locating and using resources in the library collection, and with basic questions about genealogy research. Librarians check out materials to patrons, check in returned items, and shelve library materials according to library policies. Library volunteers also assist with light housekeeping duties during slow periods. Volunteer Librarians represent TGS to patrons who visit its library.

**Location:** Volunteer Librarians work on-site at the TGS Library, 2717 SE Indiana Ave. in Topeka, KS.

## **Key Responsibilities:**

- Opens and closes Library per defined procedures.
- Greets library visitors and assists them in finding and using library resource materials.
- Answers library phone during operating hours and directs calls or takes messages as appropriate.
- Maintains records of library activity per defined procedures.
- Shelves library materials, straightens library shelves and furniture, assists with light housekeeping duties.
- Follows TGS Volunteer Conduct policies.
- Arranges for a substitute if unable to work an assigned shift, or if unable to do so, notifies Library Volunteer Coordinator with as much advance notice as possible.
- Other duties as assigned.

**Length of Appointment:** Volunteer Librarians are recruited and appointed by the Library Volunteer Coordinator, and may serve for as long as is mutually agreeable between the Coordinator and the Volunteer.

**Time Commitment:** At least one 3-hour shift per month, as scheduled.

**Qualifications:** Basic knowledge of computers, internet searches and basic genealogy research methods. Familiarity with Shawnee County records is helpful. A strong customer service orientation is essential. A desire to learn and develop skills is encouraged. Pleasant manner, patience, problem-solving ability, dependability.

**Support:** Training for this position will be provided. The Library Volunteer Coordinator will be available for questions and assistance. New Volunteer Librarians will be scheduled shifts shared with experienced volunteers.

**Dress Code:** Business Casual. Volunteer Librarians interface with the public, and it is important that they make a good impression. Appearance should be clean, neat and tidy.

**Physical Requirements:** Primarily light office duties. May require bending, stooping or use of library stepladder to reach materials on upper and lower shelves. Occasional lifting of oversized library materials weighing up to 10 pounds may be required.

**Approved by:** Board of Directors on August 11, 2023.