



## **Volunteer Job Description- Visitor Assistant**

### **PURPOSE OF THE POSITION**

The Visitor Assistant is responsible for welcoming visitors to the Archives and asking if they can help them with anything. The Visitor Assistant is responsible for paging material from the library and/or the archival storage.

### **QUALIFICATIONS**

The Visitor Assistant will require training from the Archivist as well as familiarization with the Archives' policies. The Visitor Assistant must be comfortable interacting with the public and have basic computer skills.

### **REPORTING RELATIONSHIPS**

The Visitor Assistant reports to the Archivist.

### **RESPONSIBILITIES/PROJECT TASKS**

- Welcoming visitors to the Archives
- Performing searches in the Archives databases and finding aids to determine what may be relevant to the visitor's inquiry
- Paging material from the archival holdings and the library
- Photocopying material for the visitor if requested
- Recording visitor statistics (number of visitors, where from, research inquiries)
- Assisting visitors with microfilm machines
- The Visitor Assistant may be given small projects to work on during times when the Archives is not busy

### **TIME COMMITMENT**

- Three to six hours per week (2 hour shifts from 10am-12pm and 3 hour shifts from 1pm-4pm)

### **LENGTH OF APPOINTMENT**

- September to May