



**Wayne County Public Library
Wooster/Main Library**

Volunteer Needed

Title: Genealogy Support Volunteer

Library: Main Library – 220 West Liberty, Wooster

Summary of duties: Providing support to the daily functions of the Genealogy Department.

Qualifications: High School Diploma. Interest in history and/or records management. Dependable. Able to work both independently and as part of a team. Completion of a successful criminal background check. Willing to learn basic library policies and records management procedures.

Reports to: Genealogy Librarian

Length of commitment: As mutually agreed

Time Involvement: As agreed, not to exceed 20 hours per week.

Responsibilities:

1. Digitizing and organizing genealogy materials
2. Entering historical data into records management software
3. Other tasks as needed and assigned.

Inquiries: Volunteer interest applications may be obtained at any of our locations or online at www.wcpl.info. Completed volunteer interest forms may be emailed to: volunteer@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources