

**ALLEN COUNTY PUBLIC LIBRARY
VOLUNTEER POSITION DESCRIPTION**

AGENCY: Genealogy Center

REPORTS TO: Curt B. Witcher

POSITION TITLE: Obituary Recorder

DATE: August 6, 2007

POSITION SUMMARY: Find obituaries and make photocopies using the Digital Reader/Copier.

MAIN DUTIES: Under leadership of the Genealogy managerial staff or designee:

1. Pick up the list of obituaries to be found.
2. Find the required obituary according to name, year, or date.
3. Copy the material using the Digital Reader/Copier.
4. Other tasks as assigned.

COMMITMENT: Work is best performed in two 2-hour time blocks or one 4-hour time block per week.

INTERRELATIONSHIPS: Regular contact with Genealogy staff & volunteers; no contact with patrons.

WORK ENVIRONMENT: General office work setting in a very small and busy area.

PHYSICAL/SPECIAL REQUIREMENTS:

1. Must enjoy/tolerate routine, repetitive tasks.
2. Must be detail-oriented.
3. Must be able to take and follow instructions.
4. Must be able to work independently.
5. Ability to be adaptable to change is appreciated.
6. Knowledge of Microsoft Windows and general computer usage, and familiarity with scanning are helpful but not required.
7. Must have successfully completed procedures for volunteer involvement at the ACPL.
8. Must have successfully completed criminal records check.

Approved: _____ Genealogy Manager

Date: _____

Approved: _____ Volunteer Services Manager

Date: _____