

# TECUMSEH DISTRICT LIBRARY

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

## 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 public and library staff to enhance the image of Tecumseh District Library.
- Ability and desire to serve the public pleasantly and efficiently in a fast-paced demanding environment. 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.
- Excellent keyboarding skills required.
- Knowledge of Microsoft Excel and Microsoft Word 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 listed 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:  
Melanie Earley, Adult Services Librarian  
Tecumseh District Library  
215 North Ottawa Street  
Tecumseh, MI 49286-1564

POSTED: August 2009.

EXPIRES: When Filled