

**James V. Brown Library
Volunteer CIRCLE Program
Position Description**

Family Tree Doctors

Local historians and genealogists are invited to assist novices by sharing your research skills and helping them locate books and information in the *Pennsylvania Collection*, as well as providing a variety of possible services and programs.

Hours	Flexible.
Time Commitment	Flexible. Minimum 1 regularly scheduled hour weekly
Location	Local History area of the Vintage Building
Nature of Work	Schedule time in the Local History Room to assist customers and perform shelving and housekeeping tasks to maintain the collection and appearance of the room. Put on basic workshops for small groups. Make microfilm copies for researchers who mail or email requests. Demonstrate how to use available electronic resources.
Qualifications	A passion for genealogy and local history. Research skills sufficient to help others search and learn. Technical proficiency sufficient to navigate online resources and operate microfilm machines and copying software. Knowledge of Dewey Decimal System.
How to Apply	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html
Supervisory Department	Information Services