Library Services Volunteer

Library volunteers are passionate about history and making historic artifacts accessible to the public. Library volunteers assist patrons in the Research Center at LancasterHistory who engaged in research on family history, house histories, scholarly research, and much more. They also assist Research Center staff in day-to-day management of the Center and its artifacts.

Supervisor(s): Aimee Caya, Shianne Hargrove, and Jessica Barbera, Information Specialists

General Responsibilities:

- Assist patrons in the Research Center;
- Attend scheduled trainings and other informational sessions conducted by LancasterHistory staff;
- Educate patrons about the resources in the Research Center;
- Assist patrons with handling materials, microfilm equipment, and the copier;
- Re-shelve materials;
- Shelf-reading (making sure book call numbers are in order on shelves);
- Replacing book spine labels (as needed);
- Conducting special projects relating to Research Center materials and records (as determined by supervisors); and
- Answer the telephone and assist with online research requests.

Required Skills:

- Strong research, organizational, computer, and communication skills;
- Able to work independently with attention to detail;
- Able to multitask and prioritize; and
- Provide excellent customer service.

Essential Functions:

- Possess ability to hold frequent communication with Research Center patrons;
- Must have reliable transportation to volunteering;
- Reliable means to getting in communication (phone, email, etc...) with supervisors; and
- Must be able to commit to volunteering a minimum of four (4) hours per month.

Desired, But Not Required, Skills/Knowledge/Abilities:

- Previous experience working or volunteering at/in/with a historic site, museum, library, or educational institution;
- Previous experience with data entry;
- Knowledge of genealogy and genealogical research;
- Ability to lift items up to 15 pounds and push book carts of up to 25 pounds;
- Remain in a stationary position at a desk or computer for up to an hour at a time;
- Remain in a standing position for up to an hour at a time;
- Ability to crouch, bend over, and/or climb on step stools to re-shelve materials; and
- Fine motor skills for typing, handling of rare/delicate materials, and possibly book repair.
Volunteers must be 18 years or older.

Volunteer hours for this position are available Tuesdays – Saturdays from 9:30am – 4:30pm year-round. Training is provided for all volunteers.

Full vaccination for COVID-19 and a background check (volunteer clearances) are a condition of volunteering. Acceptance into the volunteer program is contingent upon both a successful background check (completion of volunteer clearances) and proof of vaccination, unless health conditions preclude. Volunteers must follow LancasterHistory’s current COVID-19 Health & Safety protocols. These protocols are available to consult online at https://www.lancasterhistory.org/visit/visitor-covid-guidelines.

This is a volunteer position with no monetary compensation or benefits. Volunteers do enjoy a 20% discount on purchases made at The Museum Store, invitations to events and socials, and free or reduced admission to programs and events (as applicable) at LancasterHistory.

How to Apply:

Those interested in volunteering for this position should complete a volunteer application online or by paper. Paper applications should be submitted to:

LancasterHistory
ATTN: Aimee Caya
230 North President Avenue
Lancaster, PA 17603

The submission of an application does not guarantee acceptance. Volunteer interviews may be conducted using a combination of in-person or virtual interviews. Please allow 2-4 weeks for LancasterHistory to process your application.

Questions or concerns about this position by be directed to Aimee Caya at (717) 392-4633, ext. 114 or aimee.caya@lancasterhistory.org.

LancasterHistory is committed to diversity, equity, and inclusion. Our Non-Discrimination Policy is available online at https://www.lancasterhistory.org/nondiscrimination-policy.