

Volunteer Recruitment for Los Gatos Library

Position: **History Volunteer**

(1 position available)

Availability: once a week during morning/afternoon, for 3 hours (Monday, Tuesday, or Wednesday preferred)

Description: The Los Gatos Library's Local History department is vibrant, as there is a vast amount of knowledge to gain about the history of Los Gatos. The Local History Collection includes a great collection of original photographs and ephemera, and even some objects, artworks, and textiles. There are also a number of other collections that include local newspapers, books on local history, an online photo collection, and more. The history volunteer's role would be to learn the ins and outs of the collection, help library patrons with their local history-related questions, and work on other various projects to help maintain and promote the collection such as creating small displays or writing short articles

Responsibilities:

- Staff the History Room and be ready to greet and help patrons with their history-related questions
- Learn about the history collection and all the resources it provides
- Work on various projects to help maintain and promote the collection

Requirements:

- Must be able to commit to a consistent schedule (same day and time every week)
- Must be able to communicate with supervisor if they cannot make it to their shift ahead of time
- Must be able to communicate well and respectfully with library staff and patrons
- Must be detail-oriented
- Must have a basic understanding of using computers: email, accessing files on a computer, printing, typing, etc.
- Must be able to work independently and be willing to learn new things
- Must be a people-person
- Must love local history! ☐

If interested in applying, please fill out the Volunteer Application Form and a library staff member will reach out to you.

