

## **Heritage Flight Museum Volunteer Job Description**

<b>Museum Mission:</b>	The Heritage Flight Museum has been established to help educate the public to better understand and appreciate the contribution military aircraft and the people that flew them, have made to our heritage, national security and freedom
<b>Position Title:</b>	<b>Library Assistant</b>
<b>Position Description:</b>	<b>Provide assistance to the Museum Librarian with accessioning, inventorying, organizing, labeling and researching Library of Congress information.</b>
<b>Duties &amp; Responsibilities:</b>	Properly inventory and accession books and periodicals Enter book data in collections management system Maintain order and organization of book collections
<b>Required Qualifications:</b>	Demonstrated experience in Library science Demonstrated ability with computers Excellent organization & interpersonal communications skills Ability to work with minimal supervision Ability to be flexible in accepting assignments Support the mission of the Heritage Flight Museum
<b>Preferred Qualifications:</b>	Experience as Librarian or Library Tech/Assistant Experience with data management
<b>Supervision:</b>	Reports to Museum's Librarian and/or Director of Programs
<b>Orientation &amp; Training:</b>	Museum Volunteer Orientation; one on one training with museum staff
<b>Commitment Required:</b>	Participate in Museum Orientation course; Minimum two hours per week flexible schedule; six month minimum requested
<b>Benefits</b>	Opportunity to be involved with dynamic, heritage-based institution Museum Individual Membership after six months of service Museum jacket after 60 hours of service Invitations and discounts to special museum events