



Lake Travis Community Library

Volunteer Job Description

Genealogy Group Facilitator

Position Overview: The Lake Travis Community Library offers an ongoing weekly Genealogy Group to guide genealogy enthusiasts in their research. The qualified volunteer in this position will be able to help individuals and small groups in the use of Ancestry Library Edition as well as other online and library collection resources.

Responsibilities:

- Assist genealogical researchers, including beginners and those with varying levels of experience, in creating a strategy to locate the needed information.
- Guide patrons in the use of appropriate genealogical sources, including Ancestry Librarian Edition and the library's catalog to locate materials.
- Refer patrons to local resources, such as genealogical societies, archives, websites, books, etc., as appropriate.

Qualifications:

- Passion for and knowledge of genealogical research.
- Knowledge of or willingness to learn all tasks listed under Responsibilities.
- Patience, friendliness, and excellent communication and interpersonal skills.
- Respect for patron's privacy.

Benefits of Volunteering:

- Opportunity to share your skills and knowledge with others.
- Develop relationships with members of our community.
- Hone your research, communication, and teaching skills.

Training and Support Provided: Orientation and training on library procedures prior to first shift. Staff available for consultation at all times.

Length of Commitment: Friday mornings from 9am to 10am, potentially later as needed, for at least 6 months.

Contact Person: Linden Joiner, Library Assistant 512-263-2885 ljoiner@laketravislibrary.org