



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Local History Assistance

Department/Location	Library
Purpose	Assist Reference Staff with processing and preserving local history materials
Duties	<ol style="list-style-type: none">1. Cross-check entries in Local History Catalog2. Photocopy selected newspaper clippings3. Label clippings4. Type index cards (using a typewriter)5. File index cards
Qualifications/Skills	<ol style="list-style-type: none">1. Well-organized and attentive to detail2. Experience with filing3. Experience with photocopying4. Ability to follow detailed instructions5. Legible handwriting and printing6. Familiarity with and an interest in Pacific Grove's history
Length of Assignment	Minimum of a 6 month commitment
Time Commitment	Minimum of 2 hours per week
Supervisor	Reference Librarian

To apply for this volunteer position, please contact:
Lorrie Sizemore, Volunteer Program Coordinator
300 Forest Avenue
Pacific Grove, CA 93950
831-648-3109
pgvolunteers@ci.pg.ca.us
Or by visiting our website at www.ci.pg.ca.us/volunteer.htm