



Position Description

Title:	Library Support Volunteer
Employment Status:	Volunteer
Time Commitment:	A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.
Primary Functions:	Library Support Volunteer performs tasks to maintain the smooth operations of day-to-day and long-term functions of the library.
Key Job Elements:	<p><i>Library Support:</i></p> <ul style="list-style-type: none">• Assists in processing of incoming monographs, which entails placing bookplate, library stamp and call number in proper places on new books. If able to read Cyrillic, may also entail transliterating title pages.• Files and rotates new periodicals to and from proper display holders and to storage boxes.• Clips the New York Times for daily articles related to the vertical files of the library. Clips randomly assigned periodicals for related articles.• Re-shelves books used by visitors.• Compares self-lists to actual holdings.• Completes new projects as they arise <p><i>Scheduling:</i></p> <ul style="list-style-type: none">• Coordinates availability with Librarian.• Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions.• Participates in periodic reviews.• Honors the time commitment requested of Library Support Volunteer
Organizational Relationships:	<ul style="list-style-type: none">• Reports to Librarian• Collaborates with Volunteer Supervisor• Interacts with staff, visitors and fellow volunteers
Knowledge:	<ul style="list-style-type: none">• Interested in learning about decorative arts, the museum's collection and founder.• Fluency in foreign languages is greatly appreciated.
Skills/Abilities:	<ul style="list-style-type: none">• Interested in learning about the museum's collection and founder.• A warm, empathetic, and enthusiastic communicator• Flexibility, patience, and a positive outlook• Commitment to, enthusiasm for, and comfort with conversing with a diverse range of people



- Detail oriented
- Able to meet the yearly time commitment
- Timely and responsive in correspondence via email and phone
- Basic comfort level with and regular use of email and computers
- Demonstrates a commitment to the spirit of Hillwood's mission, vision, and interpretive messages, and keeps them at the forefront of all endeavors

Membership

In addition to our strong volunteer cohort, Hillwood also has a vital membership program, which supports our efforts to share the legacy of Marjorie Merriweather Post. For volunteers beginning after September 1, 2018, maintaining an active Hillwood membership at any level is required to serve as an active volunteer. This step further deepens our volunteers' engagement with Hillwood and allows volunteers to strengthen their roles as Hillwood ambassadors. Volunteers can join or renew their membership by calling 202.686.5807 or visiting the membership page of Hillwood's website at <https://www.hillwoodmuseum.org/membership>.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the volunteer role. While volunteering a Library Support Volunteer is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, stand for extended periods of time, ascend/descend stairs, move about their volunteer area, between buildings, and the campus grounds, and visually or otherwise identify, observe and assess. The volunteer is occasionally required to lift and/or carry up to 25 pounds unassisted and minimal exposure to commonly-used horticultural chemicals.

Notice:

The preceding volunteer description has been designed to indicate the general nature and essential duties and responsibilities of work performed by a Library Support Volunteer. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers to do this role.

To Apply:

We are a progressive, equal opportunity organization and all interested parties are encouraged to apply. So, volunteer "Where Fabulous Lives!" For prompt consideration, please submit your online application via the [Jobs & volunteering page](#) via Hillwood's website.

