



Alberta Aviation Museum  
11410 Kingsway NW  
Edmonton, Alberta  
T5G 0X4

## **Library Assistant**

### **Volunteer Role Description**

**Summary:** Under the direction and supervision of the Head Librarian, the Library Assistant performs a variety of routine library operations. Volunteers make an amazing contribution to our museum and assist in achieving our vision, mission and goals.

**Supervisor:** The Head Librarian.

**Time commitment:** The Library is open to volunteers on Tuesdays and Thursdays from 9:00 am to 2:00 pm. Minimum of 25 hours per year.

#### **Responsibilities may include, but are not limited to:**

- Assisting patrons with their queries.
- Executing research requests.
- Retrieving requested material.
- Returning material correctly to proper location.
- Cataloguing new material.
- Assisting with preservation processes.
- Assisting in maintaining the Library in a neat and tidy condition.

#### **Requirements for this position:**

- A basic understanding of library organization.
- The ability to learn and work with specialized library programmes.
- Competent in Microsoft Word, Excel and Outlook.
- The ability to work with a diverse group of people.
- A positive attitude and strong interpersonal skills.
- The ability to work independently and in a team environment.
- Be dependable and committed to carrying out your role to the best of your abilities.

#### **Nice to Have:**

- An interest in and desire to learn about Canadian aviation history.
- Aviation experience.