

WHERE HISTORY TAKES FLIGHT!

**Library Assistant
Volunteer Role Description**
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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.

