

- Position Title:** Researcher
- Goal of Position:** To assist in a variety of duties as a support person to Carver County Historical Society staff
- Possible Duties:**
- Assist library visitors with local history and genealogy research requests
  - Greet visitors to the library and help direct them to the appropriate place for their research
  - Train visitors to use library equipment and resources
  - Answer visitor questions about the building, organization, and general Carver County History
  - Assist visitors and record purchases in the museum store and library
- Qualifications:**
- Experience using local history resources and genealogical research
  - Interest in local history and/or genealogy
  - Courteous interpersonal manner
  - Welcome greeting and warm smile
  - Enjoys working with the public; patient
  - Ability to work independently with minimal supervision
  - Reliable and flexible
- Benefits:**
- Learn about Carver County history and support the CCHS mission
  - Opportunity to gain experience in an office setting, word processing, and database programs
  - Play a significant role in helping to address Historical Society patron needs
- Orientation/  
Resources/  
Training:**
- Orientation to the Carver County Historical Society
  - Orientation to CCHS library resources, including but not limited to: newspaper index, photo index, microfilm printer/readers, file system, historic and modern newspaper indexing, and photo ordering training
  - Database, network, telephone and copier training
  - On-site supervision by CCHS staff
  - Project direction provided as needed
- Time Commitment:** Various shifts available Monday through Friday, 10–4:30pm and Saturday, 10am–3pm, depending on availability
- Supervisor:** Researcher