

## **Genealogy Room Attendant**

Aid patrons with family history research in our Genealogical Research Room. Primary responsibilities include introducing new genealogists and first time patrons to resources available through Central Plains Region, answering genealogical questions, and assisting staff with queries. Using your own experience, teach patrons to navigate family history sources and help them get past “brick walls” in their research. Excellent opportunity to network with other genealogists and expand your own research!

**Some experience with family history research a must.** Patience, research skills, and willingness to share information and ideas with others is needed. Basic internet and computer skills are necessary. Knowledge of Ancestry.com, Footnote, and Heritage Quest a plus.

**Training on NARA specific resources will be provided.** New volunteers must attend an orientation and be willing to shadow a current volunteer for the first few weeks.

## **Docent**

Greet patrons upon entering exhibition halls and be on hand to answer questions about the National Archives and touring exhibits. Occasionally lead groups on tours through exhibits. Provide back-up to staff as necessary for large groups and assist with school children throughout the year. Docents will have the opportunity to assist staff with special events such as book signings, lectures, and evening tours on occasion. If you enjoy history, museums, and working with people, this is a great opportunity to combine your interests while learning and sharing your love of history with others.

Must be able to stand/ roam for periods of 2-4 hours assisting visitors as required. Some memorization skills needed to work with an outline “script” of exhibit. Word for word memorization is **not** required. General knowledge of U.S. history is necessary, but no expertise is needed! Knowledge of Kansas City area is helpful. Docents must be willing and able to attend periodic daytime training sessions as new exhibits arrive. NARA specific details will be taught in orientation and training.

## **Volunteer in Preservation Program**

Transcribe and enter data extracted from historic documents into Access and Excel databases. Help create finding aids for various record groups and re-box records. Ability to read old handwriting is helpful.

Volunteers must be attentive to detail and be comfortable performing repetitious entry for a minimum of four hours. This is a great opportunity for students and recent graduates interested in pursuing an archival or library science career or those with an interest in history and original documents.

## **Evening Reception Attendants**

Volunteers will assist staff during evening events and occasional day-time or weekend events. Greet visitors at the front door, direct them to exhibits and speakers. Duties include answering basic questions about the National Archives, the building, exhibitions on display, and the scheduled lecture or activities. Volunteers may serve refreshments and help with minimal cleanup at the end of the function.

Must be available evenings between 5:00 p.m.-7:00 p.m. Daytime events may take place on occasion. Most events take place Tuesday-Thursday. Individuals should enjoy interacting with the public and be able assist with light set up duties. Volunteers will be invited to stay for the program after clean up.