

## Archives Volunteer

Stewart Bell Jr. Archives, Handley Library

Flexible scheduling between the hours of 10:00 am and 5:00 pm, Monday to Friday.

*The Stewart Bell Jr. Archives is a local history and genealogy center jointly operated by the Handley Regional Library and the Winchester-Frederick County Historical Society. Our holdings include a variety of materials documenting the history of the Lower Shenandoah Valley from 1732 to the present, with an emphasis on the City of Winchester and Frederick County, Virginia.*

**Under the direction of the Archives manager and Archives staff, volunteers perform a variety of tasks to support our mission of collecting, preserving, organizing, and providing access to materials related to the history of the Winchester-Frederick County area. Volunteers may assist with typing indexes and inventories, sorting and organizing collections, transcribing manuscripts and oral history interviews, researching collections, and occasionally assisting researchers in the reading room.**

**Skills and Experience:** Archives volunteers should have an interest in history and/or genealogy, but proficiency is not required in either! The position requires attention to detail and good organizational skills. Most tasks require keyboarding skills and comfort with standard word processing and spreadsheet software such as Microsoft Word and Excel. Experience using databases and doing research would be a plus. All Archives volunteers are expected to follow established policies and procedures for Archives operations and handling of materials. Training will be provided.

**Physical Requirements:** Tasks may require bending, stooping, and walking, and the ability to carry boxes of materials weighing 25–30 pounds. Volunteers should be able to work at a computer terminal for long periods.

This position will provide the volunteer with the opportunity to provide meaningful assistance to the researchers who visit our Reading Room.

For questions about this volunteer position, please contact Lorna Loring, Archives Manager, at [lloring@handleyregional.org](mailto:lloring@handleyregional.org).