



Baxter County Historical and Genealogical Society

Volunteer Opportunity

ARCHIVES ROOM VOLUNTEER

The Society acquires and maintains a large collection of historical documents and photos including many of the public records of the County. Archives Room Volunteers typically give up to 4-8 hours weekly on Tuesdays and Thursdays inspecting, organizing and filing these records so they can be safely preserved in storage and easily retrieved when needed for a patron's historical and family history research.

This work requires an ability to read small print and hand-written material, and is done by hand, seated at a table in the Archives room. Training is provided.

Besides the benefits to researchers, the volunteer is able to enjoy seeing a variety of interesting historical documents.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

QUARTERLY INDEXING SPECIALIST

Four times each year the Society publishes Baxter County History, a 32-page magazine of historical articles and information. We need volunteers to create two indexes of each issue. The first is an alphabetical index of article topics and titles in the issue; the second is an alphabetical index of all the people mentioned in the issue. The indexes are done on a computer, so the volunteer could work either at the Heritage Center or on their home computer, or both.

The job requires moderate computer skills and a good attention to detail. Training is provided. Hours are flexible, with a goal of indexing one issue every three months.

The Quarterly Indexes enable researchers to more easily locate information on Baxter County history topics and people.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

LOOKUP RESEARCHER

The Society often receives requests from people who want to find out about county history and information, especially about their relatives who may have lived in the county in the past. We need volunteers who will respond to their requests by spending time looking up records which may help them.

A lookup researcher will become familiar with the archival records of the Society and the Baxter County Library, as well as ways of researching online. Training is provided.

Qualification for a lookup researcher include computer skill and an interest in and love for history, and a willingness to spend time researching in books, documents, microfilm, computer files and online.

Time requirements vary, but a commitment to “solve the mystery” can lead to spending some time in the search.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

HERITAGE CENTER GREETER/DOCENT

Volunteers are needed to staff the Heritage Center at 808 Baker Street on Tuesday and Thursday afternoons, to welcome people who come in to ask a question, purchase materials, do research, find out about the Society or just look around.

The Greeter/Docent needs to become familiar with the holdings of the Heritage Center and be well-acquainted with the other volunteers, in order to point our patrons in the right direction to fulfill their needs.

A friendly attitude and welcoming smile are assets in this position, along with a willingness to listen. In fact, sometimes patrons come in just to “talk history” with someone.

If you can't do this on a Tuesday or Thursday, but still would like to do it, you might help us have the Center open to serve the public at other times.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

GRAPHIC ARTS/SIGNAGE ASSISTANT

As the Society continues to develop the Baxter County History Museum at the Heritage Center, and at the Historic Casey House, there is a need to create attractive and consistent signage to interpret artifacts, pictures and their history. Some of the work is done in the computer, but hand work in crafting signage for displays is also required. Working with the Museum director, the Assistant may also help in designing and setting up displays of museum items.

Artistic ability and an artistic sense is a plus for these volunteers, and photographic skill is an added asset. This work provides a creative outlet for the volunteer as well as benefits for the Society and the public. Training is provided, but your own artistic and creative ideas can contribute to the outcome.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

PUBLIC RELATIONS VOLUNTEER

The Society is continually trying to tell the story of our purposes and efforts to the public, so we often have a promotional presence at community events like the Baxter County Fair, Gassville in the Park, the Cotter Bridge Bash and so on.

Volunteers are always needed to staff our booths at events of this type. Being an effective public relations volunteer requires having a good knowledge of the Society's purposes, programs, meetings, research resources, publications and membership requirements, and an ability to talk pleasantly in a public setting.

The Public Relations Volunteer works and various events throughout the year on a schedule arranged with the Society President.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

WRITER

People with writing and research skills are always needed by the Society to write material for our brochures, forms and other publications, particularly for the Baxter County History quarterly.

If you can write and like to do so, you can write “on assignment” from the quarterly General Editor, or you may have a topic of historical interest which you would like to develop and write about, and have your own item “in print.”

Photographic ability is an asset for our volunteer writers, along with the ability to conduct an interview.

The Writer volunteer may be called upon to write items for the Society website as well.



Baxter County Historical and Genealogical Society

Volunteer Opportunity

GENERAL WORKER

The Society always needs people who are just willing to work, no matter what the job. Setting up tables and chairs, helping to transport items from one place to another; hanging pictures, banners, building, repairing, painting and so on.

If one of our other volunteer positions is not your cup of tea, maybe you can be available to help us with “whatever.”

Just let us know of your willingness, give us contact information, and we will let you know when we can use some help with an ordinary but important task.

The general worker may be “behind the scenes” but in one way or another the results of their good efforts are seen and appreciated by many.



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Volunteer Opportunity

SCANNING SPECIALIST

The Society often has a need to scan historical documents and photographs so they can be preserved, and in some cases presented, in digital form.

A requirement for this job is a comfortable skill on computers. Training is provided in the specific scanning equipment and software, including training in enhancing images of old pictures and documents.

This position also requires skill in digital file management so that scanned material can be easily accessed for research.



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Volunteer Opportunities

These are some of the positions we need volunteers to fill.
Look over the list, and if something interests you, we'll show you
a more detailed job description.

HERITAGE CENTER GREETER/DOCENT

ARCHIVES ROOM VOLUNTEER

LOOKUP RESEARCHER

WRITER

QUARTERLY INDEXING SPECIALIST

SCANNING SPECIALIST

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PUBLIC RELATIONS VOLUNTEER

GENERAL WORKER