



EHC Research Room Volunteer Application

Job Description

EHC is looking for individuals with an interest in local history and/or training in libraries and archives to help staff its Research Room. Applicants should have an enthusiastic, customer-service attitude as their primary responsibility will be to assist visitors with their research projects. Applicants should have some computer skills and be able to lift boxes weighing 20 lbs. The EHC Research Room is open Tuesday, Thursday, Saturday from 1-4 p.m. and Wednesday from 1-6 p.m. To volunteer, you need to be available during those hours, commit to at least two days per month for a term of at least six months, and participate in training sessions. Training sessions take place in spring and fall.

Date: _____

Contact Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

Emergency Contact Information

Name: _____ Phone: _____

<u>Education</u>	<u>Graduation Date</u>	<u>Degree/Major</u>
<u>High School</u>		

College

Days and Hours available: The EHC Research Room is open Tuesday, Thursday, Saturday from 1-4 p.m. and Wednesday from 1-6 p.m.

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Tell us why you want to volunteer in the EHC Research Room:

Describe your interest in local history and any experience in libraries and archives:

Other volunteer experience:

References: Please provide name, address, phone and email. We will send them a recommendation form, so please inform them ahead of time.

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You may also include a copy of your current resume.

Return by mail to:

Evanston History Center
Attn: Research Room Volunteers
225 Greenwood Street
Evanston, IL 60201

Or email to:

losborne@evanstonhistorycenter.org

Questions? Call (847) 475-3410