



SAN DIEGO MODEL RAILROAD MUSEUM

Museum Library Volunteer

Volunteer Librarians welcome museum guests into the Erwin Welsch Research Library. They are in charge of inventorying donations, cataloging records and helping digitize the museum's archive. Librarians have the opportunity to learn and share information about the railroads, their history and the trains that ran on them. Volunteers do not need to have experience with trains, model railroading, or libraries. Note: This position does not run model trains.

Responsibilities

- Greet guests in the library
- Help guests find the resources they are looking for
- Inventory donations
- Catalog records
- Digitize archives
- Sell overstock books

Skills

- Organized
- Previous experience with computer programs (Words, Google Searches and Excel)
- Experience with Past Perfect and/or Photoshop Elements a plus
- Ability to work well and communicate with others
- Ability to work on own, and self-motivated

Physical Requirements:

- The library is accessed via a staircase. Ability to physically walk and climb stairs. Ability to bends, squat and lift up to 15-20 pounds

Time Commitment:

- Variable: Museum and Library is open Tuesday – Sunday 10 am – 4 pm.
- Volunteers must train with head librarians for at least five days before they are able to work solo
- Minimum 2 shifts per month
- Volunteers must be able to work a full shift in the library from 10 am to 4 pm.

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