

# Chelsea District Library Family History Index Data Entry Position Description

POSITION TITLE: Family History Index Data Entry

DEPARTMENT: Adult Services

SUPERVISOR: Digitization Project Coordinator

LENGTH OF COMMITMENT: three months

TIME INVOLVEMENT: Minimum of one two hour block per week.

## MAJOR RESPONSIBILITIES:

- Enter Family Index information into a web database
- Maintain organization of Family Index card file

## QUALIFICATIONS:

- 14 years of age and older
- Comfortable with:
  - Interpreting information on Family History Index (obituary) cards
  - Web-based data entry
  - Internet Explorer and basic internet searching
- Ability to work with minimal supervision
- Ability to sit for 2 hour stretches

## SPECIAL REQUIREMENTS:

Training session