



St. Charles City-County  
**Library**

## **Volunteer Opening**

### **Oral History Volunteer**

**Location: Middendorf-Kredell Branch, 2750 Hwy K, O'Fallon MO 63368**

**Time Commitment: 4 to 5 hours per interview day, typically one interview day per month**

#### **Purpose:**

The Library District, in partnership with the Missouri Veterans History Project, is interviewing and recording stories of Missouri Veterans. Volunteers may interview Veterans, log information during the interview, or videotape the interview, depending on their talents. The recording is provided to the Veteran free of charge. In partnership with the State Historical Society of Missouri, the Library of Congress and other organizations, the interviews are archived and made available to scholars, students, Veterans, and the public.

#### **Key Responsibilities:**

**Interviewer:** The interviewer contacts the assigned Veteran one to two days before the interview to confirm the interview time, and then completes the Library of Congress' (LOC) Field Kit required information. During the interview, the interviewer guides the Veteran through the interview process and asks questions relevant to the Veteran and the Missouri Veterans History Project.

**Logger:** The logger keeps the time and subject log throughout the interview. When the interview is complete, the logger gathers all the paperwork and recording material, ensures it is complete, accurate and typed on required forms, and sends to the post interview manager (or their designee).

**Videographer:** The videographer brings and sets up the equipment to record the interview. The videographer is also responsible for setting up the room and monitoring the recording throughout the interview process. The produced DVD is given to the logger, then sent to the site coordinator or their designee.

#### **Reports to:**

Whitney Gerwitz- Special Collections Paraprofessional- Consumer Health and Government Docs

#### **Length of Appointment:**

Serve for at least one year

#### **Qualifications:**

- Flexible
- Patient
- Compassionate
- Attention to detail
- Enjoy working with older adults
- Individual selected for this position must successfully pass a background check (at volunteer's expense – approximate fee is \$14.25).

#### **Support:**

Training will be provided by the Missouri Veterans History Project. Project Coordinator Whitney Gerwitz will be available for questions and assistance.

**Age Requirement:** 18 years or older

**Dress Code:** Casual

**Volunteer applications are available at Library Branches or on our website at [www.youranswerplace.org](http://www.youranswerplace.org).**

**For immediate consideration:** Completed volunteer application can be returned to the Library Branches, emailed to [volunteer@stchlibrary.org](mailto:volunteer@stchlibrary.org), or sent to SCCCLD, Human Resources, 77 Boone Hills Dr., St. Peters, MO 63376.