

Volunteers Needed

Red River Ancestry Genealogy Centre

Our centre is a local resource for the collection and preservation of local and Manitoba genealogical history, records and materials. The centre is operated through funding from the RM of St. Andrews and is part of the St. Andrews Rectory Committee's portfolio.

Our goals are to provide opportunity for family history research, to work in conjunction with groups such as heritage groups, individuals, government agencies and historical organization to encourage resource sharing, to assemble a library of genealogical guides, handbooks, reference resources and family & local histories and to provide educational opportunities on genealogical research and methodology.

As our focus is genealogy, it may help if you have an interest in history or family history, however that is not a requirement. The number of volunteer hours are determined by the volunteer and the work they wish to participate in.

The following are some categories of volunteers:

- **Administrative:** greet patrons and provide assistance, library security & maintenance, update library index as required, monitor patrons and computer use to ensure compliance with approved guidelines, interest group processing, maintain records of patron attendance and light cleaning duties
- **Communications:** assist with preparation for community education, event displays, event organization, public presentations, liaison with other groups and organizations, advertising, publicity, marketing, social media, event organization
- **Finance:** fundraising initiatives, fundraising projects, grants opportunities, grant writing and applications
- **Information Technology:** projects coordination, data base entry, technology maintenance
- **General:** Assistance with general items such as manning the centre during events/displays, filing, copying, collating booklets, assisting with meeting preparations, research projects, etc.

If you are interested in one of these areas or have a suggestion that would assist us and the centre, please submit the volunteer application form to RRgenealogyctr@outlook.com or mail it to: Red River Ancestry Genealogy Centre, 374 River Road, St. Andrews, MB R1A 2Y1

A genealogy volunteer will be provided with an orientation of the centre and the resources available, both printed and digital and a review of the guidelines for the centre. Information regarding the people that you may meet and assist and who to report issues to or get help from will also be provided as well as any training or instructions for the tasks you have volunteered for.

It will be expected that you will come on the date and time you agreed to but if you cannot come, please call ahead of time so another person can be scheduled to fill that date and time, if necessary.

Red River Ancestry Genealogy Volunteer Form

Name:

Phone:

Email:

Interested in Volunteering for: *(please select as many as are applicable)*

Administration

Communications

Finance

Information Technology

General