



## James J. Hill Center Volunteer Opportunity

### **Organization Overview:**

The James J. Hill Center, formerly the James J. Hill Reference Library, is a private, nonprofit business and entrepreneurial center located in historic downtown Saint Paul on Rice Park. Since 1921, the Hill Library has housed a world-class collection of practical business information resources with the mission of connecting entrepreneurs, small businesses and the community. In addition to our business information, we host numerous nonprofit, corporate and community events.

### **Volunteer Opportunity:**

We are looking for enthusiastic volunteers to help in various capacities at the Hill. Our volunteers serve in a number of ways, including: front desk reception, helping with our historic book collection and archives, processing sales transactions in our small store, sharing our resources and history with visitors, and assisting with tours and events. The ideal candidate is reliable, personable, detail-oriented, passionate about customer service, and has previous library or archival experience.

### **Responsibilities may include:**

- Shelving, dusting, and cataloging
- Greeting and directing incoming visitors from the reception desk
- Informing visitors of our resources, programs and history
- Processing sales transactions and creating/maintaining displays in the Hill Store
- Answering and transferring calls on a multi-line phone system
- Checking voicemail and taking messages
- Recording visitor traffic with a user-friendly web form
- Administrative support
- Assisting with mission-related events and/or tours, especially our fundraising events
- Other special mission-related projects as needed

### **Desired Qualifications:**

- Previous experience in libraries, archives, and/or cataloging
- Experience and interest in working with diverse visitors
- A positive attitude and welcoming presence
- Tolerance of heights and dust
- Ability to use a multi-line phone system

### **Schedule/Hours:**

The Hill Center is open from 8am to 4pm Monday through Thursday. We're looking for volunteers who can commit to one shift per week, with flexibility depending on the applicant's availability and coordination with our other volunteers, interns and library staff.

### **How to Apply:**

Email your resume and a brief letter of interest to Ann Mayhew at [info@jjhill.org](mailto:info@jjhill.org). Please include "Attn: Ann Mayhew - Hill Volunteer" in the subject line of the email.