

Volunteers In Parks

Job Description Sheet

Volunteers In Parks (VIP) can assist the National Park Service in many ways including visitor center operations, resource management projects, research work, historic and natural history programs, clerical assistance, historic restoration, park maintenance, and more.

**Job Title: Library Assistant,
Fort Smith National Historic Site**

Job Description:

The Fort Smith National Historic Site's library encompasses approximately 3,500 books. In order to keep up with the vast amount of research items a VIP Library Assistant is needed. This assistant will provide help to staff, volunteers, and researchers looking for specific books or research subjects. The assistant will also help keep in order current books and help catalogue new publications that enter the library. VIP uniform provided.

Skills Needed / Preferred:

- ability to use the Library Congress cataloging system
- willingness to work with staff, researchers, etc. to help find and use books
- flexibility for various types of schedules
- ability to be detail oriented and work well without supervision

Goals / Outcomes of Job:

Help provide a suitable and organized library space for staff and researchers to further promote the study and appreciation of the importance of Fort Smith.

Benefits to Volunteers (note training if applicable):

Ability to work with researchers; learn Fort Smith's story; build research and filing skills; help enhance researcher and park staff research ability; Gain experience with the National Park Service; Ability to "give back" to the National Park Service; VIP uniform provided

Number of volunteers needed: Numbers Vary

Location of Position:	Supervisor:	VIP Coordinator	Phone:
Visitor Center Library	Loren McLane	Cody Faber	479-783-3961

Firearms in the Park:

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.