

# 20<sup>th</sup> FIGHTER WING VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Historian  
**ORGANIZATION:** 20 Fighter Wing  
**CONTACT PERSON:** Mr. Arthur Sevigny  
**PHONE** 895-1952  
**WORK LOCATION:** Headquarters, 20<sup>th</sup> FW Room 33  
**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** 2 days/ week

**VOLUNTEER DUTIES:**

1. Inventory history items
2. Create a database to catalog historical items.

**SPECIAL REQUIREMENTS:**

1. Typing
2. Knowledge of Microsoft Access Computer Program
3. Basic filing skills

**TRAINING PROVIDED:**

1. Basic knowledge of cataloging historical information
2. Additional training as available

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Signature of "Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer Supervisor

\_\_\_\_\_  
Date