

Title: Volunteer Library Assistant

Position Type: Volunteer

Reports to: Curator

Date Revised: September 2026

POSITION SUMMARY

The Volunteer Library Assistant supports the care, organization, and accessibility of the Diefenbunker's Beaton Cold War Library. Working primarily on the 400 Level of the Diefenbunker, the volunteer helps maintain the library's collection of books, pamphlets, monographs, periodicals, and other materials. Duties include maintaining the library space, updating the digital collections database, processing donations and backlogged materials, and making recommendations to the Curator regarding the library space and collection.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Maintain the cleanliness, organization, and presentability of the library and its collection.
- Assist with maintaining and updating the library's digital database and records.
- Process incoming library donations and assist with existing material intake backlogs.
- Sort, organize, and maintain library materials according to established procedures.
- Assist museum staff and authorized users in accessing and locating library materials.
- Provide helpful and respectful service to library users.
- Make recommendations to the Curator regarding improvements to the library space, organization, and collection.
- Help promote awareness and understanding of the Cold War and the experiences of Cold War veterans and personnel associated with CFS Carp/CEGHQ.
- Work collaboratively with museum staff and volunteers and, where appropriate, assist with mentoring other volunteers.
- Help maintain a safe, secure, respectful, and welcoming environment.
- Follow all museum policies, procedures, values, and health and safety requirements.

POSITION REQUIREMENTS

- Strong organization, attention to detail, and commitment to accuracy.
- Good communication and interpersonal skills.
- Ability to work independently, while contributing effectively to a team.
- Ability to adapt to changing priorities and approaches.
- Previous library, archival, information management, or related experience.
- Experience with digital databases and Microsoft Office programs, including Word, Excel, Outlook, and PowerPoint.
- Ability to obtain and maintain a Vulnerable Sector Police Check.

POSITION ASSETS

- Knowledge of the Diefenbunker and/or Canadian Cold War history.
- Education or experience in Library and Information Science, history, military history, political science, education, communications, science, or a related field.
- Military or affiliated service/exposure, local history knowledge, or personal Cold War experience.
- Ability to lift and carry items up to 20 lbs.
- Additional language skills, particularly French or Russian.
- Standard First Aid/CPR and WHMIS certifications.

WORKING CONDITIONS

- Underground facility with no natural light.
- Work is primarily performed at a desk, computer, or library workstation.
- Work may involve moderate physical exertion (walking, standing, handling, lifting, carrying, cleaning) and periods of focused work to meet project deadlines.

HOW TO APPLY

To apply, please fill out the volunteer application form on our website at diefenbunker.ca/volunteer.

Please note that there is no public transportation to the Diefenbunker from downtown Ottawa.