Volunteer Opportunities (Hispanic Archival Collections)

Thank you for considering volunteering your time and skills at the Houston Metropolitan Research Center (HMRC). HMRC has a variety of hands-on volunteer opportunities for those seeking to gain experience with archival work and who have an interest in the Hispanic history of Houston.

**Volunteer Project: Oral Histories**
We house over 1,300 oral histories at HMRC. These interviews are most useful to the public if we can provide more information about the interviewee and the topic discussed. Volunteers are needed to listen to interviews and write brief abstracts summarizing the various topics of the interview. This is a project that can be done at home or at the Julia Ideson Building.

**Volunteer Project: Archival Collections**
The Hispanic Archival Collections are at various stages of organization. Volunteers are needed to assist with organizing or “processing” archival collections from start to finish. Most need only slight reorganization while a few require more attention. This includes creating an inventory and placing items in proper archival folders and protective sleeves.

**Steps to Become a Volunteer**
Step 1. Complete a volunteer application online at [www.houstonlibrary.org](http://www.houstonlibrary.org)
  - Be sure to specify your interest in the Hispanic Archival Collections.
  - Background checks are required of all applicants.
  - HMRC volunteers must be at least 18 years old.
  - Volunteers may work Tuesday-Friday 10am-4pm. No evening or weekend hours.

Step 2. Complete a phone interview with the HPL Volunteer Coordinator
  - All applicants will receive a phone call from the volunteer coordinator to review the application and to confirm placement in the desired library location.

Step 3. Complete Volunteer Orientation training with HMRC’s Volunteer Coordinator
  - Training includes an introduction to HMRC, a review of the Volunteer Handbook, and obtaining a badge with photo-ID.

Step 4. Meet with Project Supervisor to coordinate schedule and begin volunteer project
  - The Hispanic Collections Archivist will provide the applicant with the training necessary for the specified project and will supervise the project through completion.

Questions? Call HMRC’s Main Line at 832-393-1662