

**DGMR Volunteer Opportunities**

<b>Project</b>	<b>Goal</b>	<b>Tasks</b>	<b>Time Estimate</b>	<b>Skills needed</b>	<b>Assigned to</b>	<b>Begin date</b>	<b>Completion date</b>
Organize and inventory "rare books" collection	Preserve these resources and make them available for research.	Organize materials in an appropriate way. Enter information about each item into a library catalog. Request or make repairs to damaged items as needed.	2 weeks.	Some knowledge of geology. Ability to use Excel and perform data entry. Ability to handle and preserve delicate books.		Any	
Organize and inventory public map collection.	Preserve these resources and make them available for research.	Organize materials in an appropriate way. Enter information about each item into a library catalog. Request or make repairs to damaged items as needed.	2 weeks.	Basic understanding of maps. Good organizational skills. Ability to use Excel and perform data entry.		Any	
Organize field maps and field notebooks	Preserve these resources and make them available for research.	Organize materials in an appropriate way. Enter information about each item into a database. Scan selected maps. Request or make repairs to damaged items as needed.	2 weeks.	Some knowledge of geology and maps. Ability to use Excel and perform data entry. Ability to handle and preserve paper maps.		Any	
Develop educational program(s) and materials for rock garden and rock, mineral, fossil, and map displays	Develop interesting and educational self-guided and interpreted programs for different age groups and backgrounds. Programs for students should be aligned with SOLs.	Learn about existing displays. Develop new displays as needed. Review SOLs. Create presentations and other materials. Provide training to presenters.	2 months	Some knowledge of geology/minerals. Understanding of teaching methodology. Ability to use Microsoft Word and other software.		Any	
Present educational programs.	Provide an interesting and educational experience for groups of varying age, interest, and background.	Learn about existing displays. Review presentation outlines and materials. Take training on presentations. Give presentations.	8 hours training/presentations as requested.	Good public speaking and people skills. Some knowledge of geology/minerals.		Any	
DGMR Library	Restore library functionality.	Organize, re-shelve, re-file, inventory ALL resources in the Library. Update the existing digital catalog of materials. Identify any key missing items. Assist in finding a proper location for MRV map files, geophysical data collections.	many moons - career opportunity	Experience or interest in library catalog systems.		Any	
Gas Well Cuttings Inventory	Preserve resources, eliminate duplicates.	Complete an inventory of ~4 pallets of well cuttings donated by Chesapeake Energy. Identify duplicates already in the well cuttings repository. Dispose of duplicates.	1-2 weeks	strong back, quick mind.		Fair weather for working in the ASF.	

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<p>DGMR Repositories</p>	<p>Catalog and inventory collections in the ASF.</p>	<p>Assist in consolidating, sorting, cataloging, cleaning rock, mineral, fossil collections. Assist in re-constructing storage cabinets (presently complete but disassembled). Assist in re-purposing existing storage cabinets to store properly tagged specimens. Assist in identifying materials for outreach, for sale, and/or discard.</p>	<p>Months, but dependent upon favorable weather conditions for working in the ASF.</p>	<p>Mineral identification, strong back, carpentry skills.</p>		<p>Fair weather for working in the ASF.</p>	
<p>Mineral specimens outreach (similar to or in conjunction with item 4 above).</p>	<p>Create hands-on outreach mineral resources materials.</p>	<p>Using materials identified above that are to be removed from the core repositories in the ASF, create mineral cards or other useful materials for outreach activities (rock box displays for schools, give-away boxes of minerals for the library and sales office, etc).</p>	<p>2-3 weeks (or more)</p>	<p>Mineral identification, strong back</p>		<p>Should probably start after the DGMR Repositories task is underway.</p>	