



## Volunteer Role Description

**Role:** Space Museum Volunteer

**Reports to:** Volunteer Day Captains and 1<sup>st</sup> / 2<sup>nd</sup> Lieutenants'

**Staff Support:** Human Resources Administrator & Administrative Assistant

**Location:** Space Museum

### Objectives

The Space Museum Volunteer's objective is to ensure that each visitor of Evergreen Aviation & Space Museum (EASM) feels welcome and enjoys their visit. EASM's mission is: To Inspire and Educate, To Promote and Preserve Aviation and Space History, To Honor the Patriotic Service of Our Veterans. As a volunteer, you will be on the museum floor sharing your knowledge of our artifacts, exhibits and displays; maintaining a safe environment for our visitors; and protecting our artifacts.

### Role Responsibilities

Role responsibilities may include some or all the following:

1. Politely greets visitors of EASM.
2. Provides great customer service by answering visitor questions, giving directions, and monitoring the traffic flow.
3. Assists with providing security for the EASM campus.
4. Assists with protecting the artifacts, exhibits, and displays.
5. May assist with light repair work, cleaning and dusting of aircraft, artifacts, exhibits, and displays per a staff approved project list.
6. Provides tours as requested or assigned.
7. May take pictures of visitors at various locations throughout the museum.
8. May assist with Educational groups visiting the museum i.e. tours, educational activities.
9. May assist with special events i.e. set up, clean up, activities.
10. May operate the children's airplane ride.
11. Assists with providing Museum Membership information.
12. Assists with recording any injuries or incidences witnessed of our visitors, employees, or fellow volunteers.
13. May assist with new volunteer training.
14. Follows Volunteer Manual.
15. Follows EASM's Safety Manual. May assist with evacuations and other emergent situations.

### Knowledge, Skills & Abilities Needed

- Must be able to demonstrate excellent interpersonal skills.
- Must be able to demonstrate public speaking skills.
- General knowledge of aviation is desired.