



# VOLUNTEER JOB DESCRIPTION

Revised 1/2020

---

**Title:** Heritage Park Restoration Team Member      **Reports to:** Heritage Park Restoration Coordinator

**Purpose:** To assist the Museum staff in maintaining and restoring exhibits in Heritage Park, the Museum's outdoor exhibit area. In particular, volunteers will assist in the restoration of multiple aircraft and missiles.

**Job Summary:** Under the direction of the Heritage Park Restoration Coordinator, volunteers will perform general maintenance activities related to the Museum's exhibits. Volunteers will also complete a series of steps to restore aircraft, missiles, and rockets on exhibit. Tasks may include, but are not limited to washing exhibits, sanding, metalwork, riveting, painting, and stenciling. All volunteers will be required to complete safety and task training.

**Responsibilities:**

- Follow all safety, health, and environment rules
- Work as a team to restore and maintain aircraft, missiles, rockets, and Heritage Park tasks as assigned
- Perform tasks as outlined in the project plan
- Follow project priority as set by museum staff
- Be courteous and respectful to all Museum visitors, volunteers, and staff members

**Qualifications** (characteristics, experience, skills):

- Specialized skills in one or more of the following areas:
  - Machinist, Auto body repair and paint, Electrician, Production work, Auto/Truck, Construction work, and Plumber
- Ability to work as part of a team and accept instruction
- Flexible in accepting work assignments and have the ability to adapt quickly with an evolving project
- Good oral communication skills within a team setting
- Committed to recurring volunteer work; dependable and punctual
- Ability to meet the physical demands related to the nature of the work, as outlined below

**Physical Demands:**

- Desire and ability to work in an outdoor environment
- Ability to stand and bend
- Must be able to lift up to 50 pounds
- Ability to climb a ladder and/or scaffolding
- Recognize your own personal limitations and communicate them to your team members

**Training Provided:**

- Volunteer orientation and project orientation sessions
- Safety training
- Regular Task or skill-based training sessions, varied topics
- Daily project & safety review

**Time Commitment:**

- Bi-annual safety training sessions (2 to 4 hours each)
- Recurring task training session (1 hour each)
- Weekday Work Teams: One or two 4-hour shifts per week, recurring weekly
- Weekend Work Teams: One 4-hour shift on Saturdays recurring one to four times per month

**Volunteer Benefits:**

In addition to the numerous intangible benefits of volunteering at the Museum, you receive:

- Free Admission for the volunteer + 2 guest passes per volunteer per year.
- Invitations to the Museum's Special Events.
- An invitation for the volunteer and a guest to the Volunteer Appreciation Picnic, usually held in June.
- For those volunteers who complete 100 or more hours of volunteer service annually, an invitation for the volunteer and a guest to the Annual Holiday Volunteer Party, usually held in early December.

Printed Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_