



Pacific Aviation Museum Pearl Harbor
319 Lexington Blvd. Ford Island Honolulu, Hawaii 96818
808-441-1000

VOLUNTEER PROCEDURES

Pacific Aviation Museum Volunteers will help convey the story of one of the most important historical events in the 20th century through the museum's exhibits of WWII aircraft, historical artifacts and displays. Your enthusiasm and willingness to learn will make the Pacific Aviation Museum a memorable place for all.

VOLUNTEER OPPORTUNITIES:

- Education Program Docents
- Tour Docents
- Greeters and Theater Operations
- Curatorial and Exhibits Volunteers
- Volunteer Coordinator
- Oral History documentation
- Membership
- Special Events and Fund Raising
- Aircraft preparation
- Website management

SCHEDULE:

Volunteers are required to make a 4 hour commitment per week.
Schedules will be made quarterly in two shifts:

★	9:30- 1:30	Tour Docents	Sunday through Saturday
★	12:30-4:30	Tour Docents	Sunday through Saturday
★	9:30 - 1:30	Greeters/Oral History	Sunday through Saturday
★	9:30 - 1:30	Education Docents	Monday through Friday
★	12:30 - 4:30	Greeters/Oral History	Sunday through Saturday
★	9:30 – 4:30	Department Volunteers (Curatorial, Exhibits, Aircraft, Education, Special Events)	Monday through Friday

- ★ Please notify your Department Head 48 hours in advance if you are not able to make your assigned shift.
- ★ Please make arrangements for a substitute volunteer to fill in during your absence and notify your Department head of any changes.

UNIFORM:

- ★ Volunteers are to be appropriately dressed at all times. This includes PAM shirt, name badge, khaki pants and comfortable walking shoes (no slippers, please).
- ★ Docents and Volunteers will be responsible for purchasing a PAM Logo Polo shirt for \$30.
- ★ Name badges will be provided for all volunteers.

JOB DESCRIPTION AND RESPONSIBILITIES

TOUR INFORMATION (Instructional materials provided)

- ✦ ALL Volunteers will be responsible to be familiar with:
 - ➔ WWII history highlights 1939-1945
 - ➔ Pacific War History “Bullet Points” 1941-1945
 - ➔ Detailed information on the first Year of the war in the Pacific; Pre-attack, attack on Pearl Harbor, Niihau, Tantalus, Doolittle, Wake, Coral Sea, Midway, and Guadalcanal.
 - ➔ Detailed information on the exhibit aircraft; Aeronca, A6M2 Zero, Niihau Zero, F4F-3 Wildcat, B-25, Boeing N2S Stearman, P-40, and Douglas SBD Dauntless.
 - ➔ Basic information on WWII aviation; Lockheed P-38, Curtis P-40, Boeing B-17, Grumman Hellcat, Kingfisher, Catalina, Grumman TBM, Vought F4U Corsair, Japanese Zero, Val, Kate and Emily.
 - ➔ Home front information; Impact of Aviation technology on Hawaii and the mainland aircraft production, rationing, war bonds, and propaganda.
- ✦ ALL Volunteers will be responsible for knowing:
 - ➔ PAM organization and mission statement.
 - ➔ Movie schedules, simulator experience and schedule, gift shop and restaurant.
 - ➔ General layout of the Museum, location of restrooms, emergency exits & fire extinguishers.
 - ➔ Books and resource materials available in the gift shop
 - ➔ Various PAM memberships, special events, volunteer opportunities,
- ✦ **Volunteers are required attend all training sessions and Volunteer meetings.**
- ✦ Volunteers are asked to arrive 10 minutes before their shift begins to sign in, read up on the daily activities and any updated information.
- ✦ If a volunteer needs to miss their scheduled shift, they need to notify their Department Head or Volunteer Coordinator as soon as possible. 48 hour notice will be appreciated but we understand *emergencies* happen.
- ✦ Personal accounts of WWII and or wartime experiences are encouraged within reason. We request that Volunteers adhere to the information that will be given out. Please do not embellish facts, mention politics, or make ethnic comments.
- ✦ Smoking is prohibited in or in front of the museum.

BENEFITS:

- ✦ Volunteers have free admission to the Museum with their PAM ID.
- ✦ Volunteers earn two free admissions to PAM for every 40 hours of logged volunteer time.
- ✦ PAM volunteers or employees receive a 10% discount at the Museum Store, please show your name tag. Volunteers can also receive discounted meals at the Restaurant while on duty and in uniform.

Mahalo for becoming a Volunteer and part of the Pacific Aviation Museum Ohana.