



VOLUNTEER PROCEDURES

Pacific Aviation Museum Pearl Harbor volunteers help to develop and maintain an internationally aviation museum on historic Ford Island and to educate young and old, alike, to honor aviators and their support personnel who defended freedom in the Pacific Region, and to preserve Pacific aviation history. Your enthusiasm and willingness to learn will make the Pacific Aviation Museum Pearl Harbor a memorable place for all.

VOLUNTEER OPPORTUNITIES:

Greeters and Theater Operations:

- Guided Tours
- Cactus Air Force Flight Simulator Operations
- Membership and Information

Museum Operations and Administration:

- Curatorial and Exhibits
- Aircraft Preparation & Restoration
- Marketing / E Marketing

Education and Learning Programs:

- Oral History Documentation
- Education Flight Lab
- School Education Programs – On site and Outreach
- Scouts Program
- Hangar Talks and Lecture Series

Special Events and Functions:

- Fund Raising
- VIP Tours and Events
- Annual Events, Shows / Show – Cases, Ceremonies

SCHEDULE:

Volunteers are encouraged to make a four (4) hour commitment per week. Volunteers will be notified by email of tours, special events and Museum project needs. A volunteer schedule is created and distributed weekly. Please notify your Department Head 48 hours in advance if you are unable to make a shift you've committed to. Please make arrangements, if possible, for a substitute volunteer to fill for you.

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).

Restoration (Hangar 79) volunteers are exempt, except during special events.

Name badges will be provided for all volunteers.

ORIENTATION & TRAINING:

The Volunteer Tour Manual will be distributed to all Volunteers. The manual will provide historical bullet points to be used by greeters, theater operation, orientation tours, exhibit hangar tours and educational group tours.

Personal accounts of WWII and / or other wartime experiences are encouraged within reason. We request that Volunteers adhere to the Volunteer Manual information that is provided. Please check with the Curator or Education Director before incorporating new material into the tour. All research material, written reports, articles, photograph, and video taken while at the museum by a volunteer are the property of the Pacific Aviation Museum.

ALL Volunteers are asked to be familiar with:

- ❖ 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 and fire extinguishers
- ❖ Books and resource materials available in the gift shop;
- ❖ Various PAM memberships, special events, volunteer opportunities;

Volunteers are encouraged to attend all training sessions and Volunteer meetings held on the third Saturday of every other month at 12:30 pm at the museum.

All Volunteers will be provided orientation training by a "Mentor Docent" using the buddy system for familiarization in ALL areas of the Museum's operations. Additional advanced training will be scheduled as needed in specialty areas.

FORD ISLAND ACCESS:

Base passes for Ford Island access will be issued after volunteers complete 40 hours of service to the Museum. Until then, volunteers without base access can ride the Trolley Bus from the Bowfin to the Museum. Volunteers must wear their docent shirt and name tag to ride on the bus FREE.

MISCELLANEOUS:

Smoking is prohibited in, or in front of, the Museum.

BENEFITS:

Volunteers are entitled to free admission to Pacific Aviation Museum Pearl Harbor and to the other Pearl Harbor Historic Partner sites with their Museum ID card.

Volunteers earn:

- Two (2) free admissions to our Museum for every 40 hours of logged volunteer hours
- One Permanent name tag will be issued after completion of the required training program and 200 hours.
- One Museum polo shirt after 400 hours of logged volunteer hours
- One Lifetime Museum membership for 2400 hours logged volunteer hours
- Service stars are awarded at each thousand hour increment of logged volunteer hours (i.e. 1000, 2000, etc.)
- Free admission to all Hangar Talks and lectures, an annual “Volunteer Appreciation” party, and more.

PAM volunteers or employees receive a 10% discount at the Museum gift shop. Show your name tag to the cashier to receive your discount.

Volunteers also receive a 25% discount at the restaurant while on duty and in uniform.

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

Questions? Contact Tour & Volunteer Coordinator Loretta Fung (808) 441-1008 or Tours@pacificaviationmuseum.org