



Military Heritage Museum



Volunteer Program



Museum Volunteer Program

The Military Heritage Museum depends on volunteers daily. Our volunteers have a variety of responsibilities, including monitoring and interacting with visitors in the exhibit galleries and program areas, promoting the Museum's Membership Program, assisting in the Ship's Store, providing information at the main lobby welcome center, and more!

There are two volunteer categories from which you can choose:

- **Museum Daily Operations Volunteers** are typically assigned a weekly shift(s) and assist in a functional area during the hours the Museum's exhibit galleries are open. These functional areas include: Museum Galleries, Future Force Academy (Flight Simulators, VR Goggles, Laser Range) and Academy Library.
- **Special Programs Volunteers** assist in several program areas that are not necessarily operating the same hours each week. These include library research databases & cataloguing, educational programs, theater programs, Museum-coordinated ceremonies, artifact cataloguing, exhibit design, and fundraising events.

Based on these two categories, please review the descriptions of the following volunteer opportunities to determine for which area you would like to apply. The descriptions provide a broad overview of the responsibilities and time commitment required by each area.

I. Museum Daily Operations Volunteers

Museum Guide

A Volunteer Museum Guide hosts Museum visitors throughout the Museum's galleries and provides artifact/general information, surveillance, and safety for visitors. A Museum Guide works independently or in pairs with another Museum Guide to provide opportunities for short, visitor-driven interactions based on objects, activities, or stories. The main task of the Museum Guide is to interact with and serve as a point of contact for visitors. A Museum Guide typically serves shifts that are 3-4 hours in length. Military background is highly desired but not required.

Museum General Tour Guide

A General Tour Guide performs special scheduled tours. Museum volunteer experience and military/artifact knowledge is required. If you are a great storyteller, this is the position for you! Military background highly desired.

Museum School Tour Guide

A School Tour Guide leads K-12 students through interactive field trips. A School Tour Guide uses Museum artifacts to introduce new approaches to understanding related school topics. School tours are offered Tuesday through Friday in the morning. If you have classroom experience and love working with children, this is the position for you! A military background is preferred.

Museum Ship's Store Volunteer

A Ship's Store Volunteer provides essential customer service to visitors by welcoming them to the Museum and processing their purchases. Responsibilities include greeting and welcoming visitors, assisting visitors with store purchases, answering the telephone and assisting with stocking merchandise. Retail experience preferred. (Limited Availability & Training Required)

Future Force Academy Guide

A Future Force Academy Guide works primarily in the simulator activity rooms on the second floor. The FFA Guide supports the interactive programs that utilize flight simulators, VR technology, laser range & STEM programs. (Training Required)

Library Volunteer

There are several opportunities available to volunteer in the Museum's Library. A Library Volunteer assists with resource management and helps users find reference and resource materials. A Library Volunteer also assists with library-focused programs that include children's reading and activity time, book-lending and internet-based research.

II. Special Programs Volunteers

Youth and Family Education Programs Volunteer

A Youth and Family Education Programs Volunteer is a friendly, professional face for the Museum, and helps welcome youth and families with a variety of programs that include arts and crafts workshops (i.e., model-building) & STEM programs. The volunteer gathers and prepares supplies, helps with set-up and clean-up, and assists in facilitating hands-on experiences, while providing a positive personal museum experience. Technology, crafts and gaming skills are a plus!

Research Volunteer

A Research Room Volunteer helps with a variety of tasks based on their skill sets and interests. Current major research projects include assisting the Artifact Administrator in researching/cataloguing artifacts & assisting guests with our ancestry program in the library. A Research Volunteer possessing knowledge and a passion for military history will have an advantage!

Fundraising and Special Events Volunteer

A Fundraising/Special Events Volunteer works with the Museum's Executive Director and or Museum Staff to help organize, set up, and tear down special events, as well as displays and promotion booths located elsewhere in the community. It provides a great opportunity to talk about and share your passion for the Museum and its veterans' stories and encourage community investment in the Museum's mission.

Theater Volunteer

A Theater Volunteer assists the Gulf Theater Manager who oversees the various programs taking place within the theater. A Theater Volunteer greets and gives directions/information to ticket holders, collects tickets, ushers' attendees at seating time, monitors the Theater entry doors for latecomers and ensures efficient exit of theater goers after the conclusion of an event. Experience with event ticketing, technological literacy and engaging with the public in a performing-arts setting is desired.

The process for becoming a Volunteer is very easy! Your first step is to fill out a Museum Volunteer Application Form which you can pick up in person at the Museum, or you can send an email to info@freedomisntfree.org, requesting a Museum Volunteer Application Form be sent to you. Once you have completed the application, mail, drop it off or email it back to us. Once your application has been received, we will schedule a time for you to come in and meet with the Museum Volunteer Coordinator. This meeting helps us better understand your interests, gauge your skills set, and determine those tasks in which you are interested in volunteering. This is also an opportunity for you to ask us questions. Following that meeting, we will schedule training. Upon completion of your training, you will be added to the Volunteers' Schedule. Depending upon your assigned role, we will be happy to work with you to find a schedule that suits your needs.



Military Heritage Museum

900 WEST MARION AVENUE • PUNTA GORDA • FL 33950 • 941-575-9002 • WWW.MILITARYHERITAGEMUSEUM.ORG

Museum Volunteer Application Form

Join today and help us make a difference!

With the experience and vitality of ambassadors, the **Military Heritage Museum's Volunteers** make its mission come alive for its visitors and members. By giving time and talents, volunteers make an important contribution toward the preservation of our military heritage for future generations. The volunteer application process is easy!!! Your first step is to fill out this form.

Date _____

Please let us know in which area(s) you would be interested:

_____ Museum Guide/Tour Guide/School Guide

_____ AIT School (simulators/range)

_____ War Room (virtual reality/technology)

_____ Google Expeditions

_____ Ancestry Program - Research

_____ Artifact Conservation Care/Display

_____ Special Events

_____ Gulf Theater

_____ Ship Store

_____ Library

_____ Other: _____

Name: _____ DOB: ____/____/____

Florida Address: _____

Email: _____ Phone: _____

Year-Round Florida Resident: Not in Florida (months): _____

Alt. Northern Address: _____

Preferred Method of Contact: Phone: Email:

Availability: TU ___AM/PM WED ___AM/PM

TR ___AM/PM F ___AM/PM SA ___AM/PM

Emergency Contact Name _____ Phone #: _____

If a Veteran, please complete this section:

Branch/Years in Service (i.e. USMC, 1986-90): _____

What occupation(s) did you have in the military? _____

What kind of civilian jobs have you had? _____

What are your interests/hobbies? _____

What special skills/talents do you have (i.e. speak another language, artistic, computers, etc.)?

What ideas/suggestions do you have for the Museum? _____

Any other comments?
