



The Minnesota Military Museum

Volunteer Handbook

Last updated November 11, 2011

NOTES

This Handbook Belongs to:

Website: www.mnmilitarymuseum.org
Phone: 320-616-6050

Welcome

Dear Military Museum Volunteer,

On behalf of the Military Historical Society of Minnesota and the Military Museum at Camp Ripley, welcome and thank you for joining our volunteer team.

Having worked with volunteers for many years, I know the value a volunteer can bring to an organization. Your experiences, knowledge, and enthusiasm will help the museum grow and provide you with a positive experience at the same time. You will have the opportunity to visit with people from around the country and work with some of the greatest people we know, our military veterans and their families.

We want your experience as a volunteer to be positive and we promise to value your ideas and suggestions. If at any time you do not feel like a valued member of this museum team, please let me know so that I can work to improve the time you spend here.

This handbook was created to give you pertinent information that will maximize your volunteer experience. Please take the time to read through it and refer back as questions arise. The orientation program also provides valuable information and will offer an opportunity to ask questions and meet other volunteers.

Thank you for your willingness to volunteer and once again, welcome to the Minnesota Military Museum Volunteer Corps!

Sincerely,

Jeff Thielen
Executive Director
Minnesota Military Museum

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About This Handbook

Your willingness to volunteer with the Minnesota Military Museum is the first step towards opening an experience with Military History and with our veterans that you will never forget. We offer a variety of opportunities to serve the museum, veterans, and the general public who visits. The following pages describe the benefits to our volunteers, plus policies and procedures that provide a framework for the services we deliver.

The information in this handbook is extensive but not complete. Each volunteer job has a one page Position Description that describes the typical duties of that position. Being a small organization, duties may overlap and you may find yourself doing many different tasks for the museum.

You will learn a great deal about military history during your time as a volunteer here and when you are asked to do tasks for the museum you have never done before we want to insure we are not pushing you too quickly. We want to insure that you are comfortable in whatever task it is that you are doing. If at any time you have questions about something or do not feel like you are ready to take on anything we ask, please let us know.

Please take the time to read this handbook carefully. Then, keep it as a reference source to use when you have questions or concerns.

There is a great deal of information about the museum on our website www.mnmilitarymuseum.org and we request all volunteers spend some time reviewing the information on that site. We have saved a great deal of paper in this handbook because much of the information we want you to know about the museum is on our website. If you do not have access to the internet, please let us know and you can review our website from the museum.

Before starting work at the Museum all volunteers are asked to:

1. Complete the Volunteer Application and submit.
2. Complete Volunteer Background Check Form and submit.
3. Meet with the Executive Director or Curator.
4. Take the provided group or individual training provided.
5. Review this Handbook.

We wish you a rewarding experience as a Minnesota Military Museum volunteer.

History of Minnesota Military Museum

Museum History and Organization

The Minnesota Military Museum is the principal activity of the Military Historical Society of Minnesota, Inc. (MHSM), a non-profit educational organization chartered in 1976 as a Bicentennial Project to preserve and explain Minnesota's military history. It is recognized under Section 501 © (3) of the Internal Revenue Code. Governed by a Board of Directors, MHSM operates the museum as a public/private partnership in cooperation with the Minnesota Historical Society, the Department of Military Affairs, and the U.S. Army Center of Military History. The Board appoints the Executive Director, Curator and Archivist.

The State of Minnesota provides a legislative allocation that covers approximately 30 percent of funds needed to operate the museum. The remaining amount comes from donations, membership fees, grants, income from investments and gift shop sales. Camp Ripley provides buildings and basic maintenance, covers utilities, grass cutting, and snow removal, and numerous support services.

Purpose

The MHSM exists to serve the community by providing education and training, enhancing the public's understanding of how armed conflicts and military institutions have changed our state and national experience, and to serve as a major repository in Minnesota for military artifacts and records. The MHSM seeks to identify, document, preserve and depict the stories and contributions of Minnesotans who served in all branches of service or on the home front - in time of peace and war - from Minnesota's early frontier years to the present. Additionally, the MHSM serves as a research resource and operates a Military Museum.

Customers

The general public, military personnel, schools, veterans' organizations, foreign visitors, tourists, researchers, historians, and vacationers.

Requirements and expectations of the customers include: preservation of history, education services, documentation of veterans' service, artifact collection, identification, preservation, and documentation, and to be an advocate for the future of historical preservation.

Mission of the Military Historical Society of Minnesota



The mission of the Military Historical Society of Minnesota is to educate the public on the service of Minnesota's veterans, to preserve a record of their service through exhibits of the Minnesota Military Museum, and to preserve the artifacts related to their service for future generations.

What Volunteers Need to Know & Frequently Asked Questions

1. Why should I volunteer at the Minnesota Military Museum?

There are many reasons people want to volunteer at the Military Museum and each individual has their own personal reasons for being here. We hope you want to be here because you have a keen interest in military history, enjoy meeting people from around the country, and want to give something back to our veterans and the military.

2. How much will I have to work?

We would like volunteers to work a day or ½ day per week during our busy summer season so that we can establish a schedule. If that is more than you want to commit, we will work with you to accommodate your needs and schedule. We would especially like to have a fixed schedule for volunteers who are interested in being a part of a living history exhibit or who establish a “character” for an exhibit so we can promote those days.

3. What will I be doing while I am at the Museum?

We have included one page Position Descriptions for many of the “jobs” you may be doing at the museum. However, since we are a small non-profit, there might be some overlap between the positions. You will never have to do something you are not trained for or feel uncomfortable doing. We appreciate your willingness to try anything, and your “can do” attitude.

4. How many employees work for the Museum?

Currently the Museum employs a ½ time Executive Director and Curator, a ¾ time Administrator, three part time employees, a part time Maintenance person and a couple of contracted individuals who are responsible to help organize and maintain the museum's collection of artifacts.

5. Do I have to have a background check?

The background check is a standard check run on all employees of Camp Ripley to insure the safety and protection of everyone working at the museum. Once completed you will also be issued an ID card which allows you easy access to Camp Ripley. We want you to know that your private data is important to us and we will insure it is protected.

6. Will I be paid for my time or expenses while at the museum?

Volunteers are valued for what they give of themselves and even though we value your time, we currently do not have the funding to pay for it. If you incur expenses ***which have been previously approved*** by the full time staff for mileage, meals, or equipment you will be reimbursed for those out of pocket expenses. Typically mileage from your home to the museum and meals while working are covered by the volunteer and most volunteers bring a lunch or eat at facilities on post. You may be reimbursed for mileage or meals if you are asked by staff to do something not normally associated with your role at the museum.

7. Are there any rewards for volunteering?

Most rewards for volunteering are personal. However it is important to us to provide you with some tangible recognition. We ask that you record all of your volunteer hours on the volunteer time log and turn them in monthly or annually by October 1st of each year so we are able to keep an accurate accounting of the time you volunteer for the museum. We typically recognize contributions at an annual awards dinner held in conjunction with the fall Board of Directors Meeting at Camp Ripley. Volunteers who work at least 40 hours/ year are provided with a free annual membership to the museum with all the benefits of a regular member, to include the quarterly newsletter of the Military Historical Society of Minnesota.

8. What should I do if I have problems with another volunteer or employee or feel I am not being utilized as much as I could be?

We ask that if you have any problems or concerns about how you are being treated by a fellow volunteer or employee or have any issues with what you are doing, that you discuss them with the executive director.

Policies

Harassment-Free Environment Policy

The Military Historical Society of Minnesota and the Military Museum is committed to providing a harassment/discrimination free work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment. It is the policy of the Military Museum that harassment based on race, color, religion, age, gender, sexual orientation, national origin, marital status, disability, veteran status or any other basis is strictly prohibited.

Any harassment, whether verbal or physical, is unacceptable and will not be tolerated. Specifically condemned is the sexual harassment of volunteers and/or employees by other volunteers and/or employees. It is the intent that all Military Museum volunteers will work in an environment free from discrimination and/or harassment by another employee, supervisor or another volunteer for any reason.

If you feel you may have been the subject of discrimination or harassment, you should contact the museum Executive Director. Any reports of discrimination or harassment will be examined impartially and resolved promptly.

The Military Museum takes its responsibility to prevent workplace harassment seriously. To achieve this goal, the Museum presents all new volunteers with this policy during orientation and it is included in the volunteer handbook.

Safety

Providing a clean, safe and healthful work environment is a goal of the Military Museum. No job is considered so important or urgent that volunteers cannot take time to perform their job safely.

During your job site orientation, we will discuss all the applicable safety and health rules with you. If you are unclear about any safety policies and procedures, please ask.

As a Museum volunteer, you have a responsibility for your own safety and health. This includes using all required safety devices. You must also notify your supervisor of any physical conditions such as drowsiness due to medication, illness or emotional strain, which may affect your performance and safety.

You are expected to immediately report all work-related accidents, injuries, illnesses and near misses to the executive director.

Drug Free Workplace

The Military Museum is dedicated to a safe, healthy and drug-free work environment. All Museum volunteers are expected to report to work free from drug and/or alcohol impairment and to remain at work in a condition that enables them to perform their job duties in a safe, efficient, legal and professional manner. The Military Museum encourages volunteers who may have an alcohol and/or drug problem to voluntarily seek evaluation and treatment that will lead to successful rehabilitation. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

Violence-Free Work Environment Policy

The Minnesota Military Museum) is committed to our volunteers' safety and health. This policy has been developed to help ensure a safe workplace and to reduce the risk of violence.

The Museum does not tolerate any type of act or threat of violence committed by or against a volunteer and therefore prohibits workplace violence and the possession of weapons by volunteers on the job and at the worksite.

In order to ensure a safe working environment, the Military Museum prohibits all persons from carrying a handgun, firearm, or weapon of any kind on the premises regardless of whether the person is licensed to carry the weapon or not. This policy applies to all volunteers, clients, customers and visitors. All volunteers are also prohibited from carrying or using a weapon while in the course and scope of performing their job, whether they are on our property at the time or not.

The only exceptions to this policy are police officers, private security guards, or military personnel employed by federal or state government, who are engaged in official duties while at the museum.

If you feel threatened, you should retreat and request intervention from a supervisor or other available staff. If fear of violence is imminent, immediately retreat and contact 911.

Commitment to Diversity

The Military Museum is committed to being a diverse organization. It seeks to recognize value and incorporate diversity in its services, policies and operations, service recipients, and paid and volunteer workforce. Diversity includes differences such as age, belief, citizenship, culture, economic level, ethnicity, gender, language, national origin, and philosophy of life, physical ability, physical appearance, race, religion, and sexual orientation.

Code of Conduct

Introduction

In an effort to maintain the high standard of conduct expected and deserved by the public, the Military Museum operates under the following Code of Conduct, applicable to all volunteers.

Code of Conduct

No volunteer shall:

- a. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the Museum
- b. Accept or seek on behalf of himself or any other person, any financial advantage or gain of other than nominal value which may be offered as a result of the volunteer's affiliation with the Museum
- c. Publicly utilize any Museum affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue in conformity with the official positions of the Museum.
- d. Utilize any museum property or assets for personal gain for themselves or anyone else.
- e. Knowingly take any action or make any statement intended to influence the conduct of the Museum in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
- f. Operate or act in any manner that is contrary to the best interests of the Museum.

Performance

Volunteers are expected to comply with the policies, procedures, and standards of the Military Museum as explained at the beginning of their assignment, at the volunteer orientation and in the volunteer handbook.

If there is dissatisfaction with a volunteer's performance the Executive Director will discuss the performance issue with the volunteer and the volunteer may be asked to terminate their volunteer service if behaviors are not changed.

Volunteer Rights & Responsibilities

Volunteer Rights

As a volunteer with the Military Museum you enjoy certain rights that are recognized by museum staff.

All volunteers should:

- 1) Receive an interview and orientation.
- 2) Be given assignments that utilize and develop your skills.
- 3) Be provided with adequate information and training to carry out your assignments.
- 4) Be given clear and specific directions.
- 5) Receive recognition and appreciation for your contribution.
- 6) Have the opportunity to offer feedback and ask questions.
- 7) Expect regular feedback on your work.
- 8) Have adequate space, equipment and supplies to perform your job.
- 9) Have the right to know as much about the museum organization as possible.
- 10) Be respected in your workplace.

Volunteer Responsibilities

Volunteers expect, and enjoy, certain rights when they donate their time. Volunteers, however, also have specific responsibilities to the Museum. As a volunteer you are free to set your own work schedule, but you must be prepared to fulfill the commitments you make to the volunteer work schedule.

- 1) You must be dependable, reliable, and businesslike, and abide by the policies of the museum
- 2) Dress appropriately for the setting and the task at hand.
- 3) Carry out duties in a safe, responsible way.
- 4) Keep track of the hours you work on the form provided.
- 5) You must be non-discriminatory in serving all people regardless of race, gender, age, religion, sexual orientation, or disability.
- 6) Work within the guidelines of your job description and accept supervision.
- 7) Offer feedback and suggestions.
- 8) Be prepared for any regularly scheduled meetings.
- 9) You must represent the Museum appropriately in the community.

Notes

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Building, Grounds, & Equipment Maintenance

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day operations and support of the museum. An individual in this position would assist full time staff with keeping the museum clean and maintained to the highest of standards. They would also be utilized to work on tracked and wheeled vehicle equipment and or various aviation assets on display at the museum.

Reports To: The Executive Director with day to day support from the full time staff.

Responsibilities & Tasks: Basic inside janitorial duties including vacuuming and sweeping floors, emptying trash and recycle containers, cleaning bathrooms, dusting and washing windows. Outside maintenance that would include sweeping, picking up trash, maintaining and developing landscaping and rock gardens, and other outside tasks as needed. This individual may also be called upon to assist with organizing and cleaning inside and outside exhibits and displays. Depending on their experience and training they would also be called on to perform the various maintenance tasks necessary on our tracked, wheeled and aviation pieces of equipment.

Relationships: This position will work closely with the museum staff to see what needs to be done. They may have contact with visitors and employees of Camp Ripley and the military.

Knowledge, Skills, & Abilities: This individual needs to have basic knowledge of cleaning equipment and a strong commitment to get the task done. Operation of some power tools may be required. Knowledge of gardening and basic maintenance of rock gardens and trimming of shrubbery would be helpful. Individuals working on equipment should have experience or training with tracked, wheeled, or aviation equipment.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff. They should be able to be able to fix mechanical problems with our vehicle inventory and be able to improvise for parts and repairs.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Local Community Liaison

Last updated 11-9-2011

Position Purpose: The Local Community Liaison position to the Minnesota Military Museum is a key component in the Museum's efforts to establish a statewide presence and provide better service to Military and civilians interested in preserving the history of Minnesotans in the Military. The local liaison is the primary point of contact for the museum and for the local community in matters that affect the museum and military history in Minnesota. This position is a voluntary unpaid position and will assist the museum with its education and outreach efforts in the community. The volunteer's time commitment for this position will be minimal; however, total time spent on this position by the volunteer is totally dependent on how involved the individual wants to become with the museum.

Reports To: The Executive Director with day to day support from the full time staff.

Responsibilities & Tasks:

Provide information and promote the Minnesota Military Museum by being the local advocate and supporter of the Museum and its mission. Serve as the primary point of contact to the museum for local military and civilians who need information on the museum or would like to donate something to the museum. Coordinate transportation and delivery of artifacts donated by individuals so they arrive at the museum in a safe and secure manner. Assist the museum with fund drives and local fund raising efforts in their community. Assist the museum's outreach efforts by working with museum staff to coordinate and set up educational displays and exhibits from the museum in their community.

Relationships: The individual in this position will work with museum staff and members of the military in the local Training & Community Centers. This individual will also work with local Fraternal and Civic organizations to include VFW and Legion clubs.

Knowledge, Skills, & Abilities: The individual in this position will have a strong interest in both the military and military history. The preferred individual in this position will be currently serving in the military with strong ties and connections to a local National Guard Training and Community Center or Reserve Training Center. Retired military and civilians with a strong interest in military history and with ties to a military training center in a community will also be accepted. Individuals should be comfortable speaking in front of groups of people and have good organizational skills.

Problem Solving and Freedom to Act: The individual in this position will be expected to answer questions about the museum or refer questions to full time staff. The individual in this position represents the museum when they are acting in their volunteer capacity. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Costumed Period Re-enactor

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day operations and support of the museum. This position exists to provide living “interpretations” of specific periods of history to visitors of the museum.

Reports To: The Executive Director with day to day support and direction from the staff.

Responsibilities & Tasks: Research historical events in military history and provide interpretation of those events to visitors to the museum. Utilize uniforms and props from the museum to develop a “character” that is able to interact with museum visitors and help them understand that specific period in history from a living actor.

Relationships: Individuals in this position must be able to work well and interact with both museum staff and with visitors to the museum.

Knowledge, Skills, & Abilities: The individual in this position must have a strong command of history or be willing to learn about specific periods of Minnesota military history. This individual desired in this position has a background in theatre or acting and has the ability to “get into character”. This individual must be able to interact with visitors of all ages and “interpret” history for them through the characters they create.

Problem Solving: The individual in this position will be expected to answer basic questions about the period of history they are interpreting or they event they want to interpret.

Freedom to Act: The individual in this position has the freedom they need to develop a character that is able to interact with museum visitors. They are, however, still representing the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Fund Raiser

Last updated 11-9-2011

Position Purpose: The Fund Raiser position is a voluntary unpaid position and will assist the museum staff with its fund raising efforts throughout the state of Minnesota. The volunteer's time commitment for this position is totally dependent on how involved the individual wants to become with the museum.

Reports To: The Executive Director with day to day support from the full time staff.

Responsibilities & Tasks: Provide information and promote the Minnesota Military Museum by being an advocate and supporter of the Museum and its mission. Give presentations on the museum and solicit funds for museum operations from individuals and organizations. Write and apply for grants to support museum operations and efforts.

Relationships: The individual in this position will work with individuals and Fraternal and Civic organizations along with philanthropic organizations and other non-profit organizations to solicit operational dollars for the museum.

Knowledge, Skills, & Abilities: Individuals in this position should be comfortable speaking in front of groups of people and have good organizational skills. A previous background in sales, marketing, and fundraising is desirable. Strong people skills are a must. An individual with previous grant writing skills would be highly desirable. The individual should also be well versed in making presentations utilizing Power Point or similar software to deliver programs.

Problem Solving and Freedom to Act: The individual in this position will be expected to answer questions about the museum or refer questions to full time staff. The individual in this position represents the museum when they are acting in their volunteer capacity. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Greeter & Docent (Tour Guide)

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day operations and support of the museum. Typically a greeter would meet people at the door of the museum and welcome them to the museum. As the greeter's comfort level increases and they become more familiar with the exhibits of the museum they may want to take on more of a docent's role and interact with people throughout the museum explaining the various exhibits. As their comfort level increases even more they may be tasked with leading tours through the museum for visitors and groups.

Reports To: The Executive Director with day to day support from the full time staff.

Responsibilities & Tasks: Greet visitors and assist them experience the museum by providing information on exhibits and displays. Assist full time staff in store operations and staffing. Answer phones and respond to requests and questions from visitors.

Relationships: This position is a key member of the museum staff and may be the first and only person visitors to the museum encounter. Individuals in this position must be able to work well and interact with both museum staff and with visitors to the museum. The individual may be asked to work with and make contacts with military and civilian employees of Camp Ripley along with members of the Board of Directors of the Military Historical Society of Minnesota. This individual may also work with Veteran and local Fraternal Organizations along with high school and college interns and other volunteers.

Knowledge, Skills, & Abilities: This individual must be friendly, outgoing and willing to meet, greet, and converse with visitors to the museum. Previous knowledge or a willingness to learn about military history and the exhibits of the museum is essential.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Library Assistant

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to provide support in organizing, managing, and maintaining the 10,000 items in the museum library in Bldg 1-4. This position will also assist in the processing of donated books.

Reports To: The Executive Director with day to day support and direction from the staff.

Responsibilities & Tasks: The individual in this position will assist in the cataloging, processing, and shelving of all items maintained and received by the museum library. The individual will also do data entry for books being processed and enter all items into the library database.

Relationships: Individuals in this position must be able to work well and interact with both museum staff and with visitors to the museum. Although the museum library is not a lending library the person in this position will have contact with military and civilians seeking to do research in the library.

Knowledge, Skills, & Abilities: It is desirable for the individual in this position to have a background in library science or media services. It is also preferred they have previous office experience and be familiar with basic office equipment. Knowledge of computer usage and Microsoft Office software is desirable.

Problem Solving: The individual in this position will be expected to be able to sort, catalogue, and shelf items coming into the library without assistance from full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Office Assistant

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to provide office support to the full time staff for the various tasks required in a small office setting.

Reports To: The Executive Director with day to day support and direction from the staff.

Responsibilities & Tasks: The individual in this position will assist full time staff in the office by answering phones, helping with large mailings, doing data entry, opening mail, and doing thank you and other letters.

Relationships: Individuals in this position must be able to work well and interact with both museum staff and with visitors to the museum as well as Camp Ripley employees.

Knowledge, Skills, & Abilities: It is desirable for the individual in this position to have a background in small office work settings and be familiar with basic office equipment. Knowledge of computer usage and Microsoft Office software is desirable.

Problem Solving: The individual in this position will be expected to take direction on projects from full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Store Clerk, Cash Register Attendant

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day operations and support of the museum. Typically a store clerk would be at the cash register and greet visitors as they enter the museum and to assist them with their admission. They would answer visitors' questions about the museum and provide them with a map of the museum. They would insure the store inventory is maintained in a neat and orderly fashion and would assist the store manager with stocking and pricing of inventory.

Reports To: The Executive Director with day to day support from the full time staff.

Responsibilities & Tasks: Greet visitors and assist them with their admission and with purchases. Assist full time staff in store operations and maintenance. Answer phones and respond to requests and questions from visitors. Assist with the processing of military surplus items sold in the store.

Relationships: This position is a key member of the museum staff and may be the first and only person visitors to the museum encounter. Individuals in this position must be able to work well and interact with both museum staff and with visitors to the museum. The individual may be asked to work with and make contacts with military and civilian employees of Camp Ripley along with members of the Board of Directors of the Military Historical Society of Minnesota. This individual may also work with Veteran and local Fraternal Organizations along with high school and college interns and other volunteers. The person in this position may also be tasked with corresponding and working with vendors who supply inventory for the store.

Knowledge, Skills, & Abilities: This individual must be friendly, outgoing and willing to meet, greet, and converse with visitors to the museum. Basic cash register and money handling skills are essential. Past retail sales or marketing knowledge would also be desirable. Previous knowledge or a willingness to learn about military history and the exhibits of the museum is essential.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Volunteer Curator, (Artifact Processing/ Restoration)

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day processing of artifacts for the museum. An individual in this position would assist full time curatorial staff with the processing and restoration of artifacts which have been donated to the museum.

Reports To: The Executive Director with day to day supervision by the curator and full time staff.

Responsibilities & Tasks: Complete tasks assigned by the curator to process and restore artifacts belonging to the museum to make ready for storage or display.

Relationships: This position will work closely with the museum staff to see what needs to be done. They may have contact with visitors and employees of Camp Ripley and the military.

Knowledge, Skills, & Abilities: This individual needs to have a background in museum curatorial work or have extensive knowledge in the processing of delicate and sensitive artifacts that range from rare books to large cannons. A resume or letter of recommendation on previous work with artifact processing and restoration will be required prior to being able to work with the curator.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Volunteer Curator (Exhibit Construction)

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the construction of exhibits for the museum. An individual in this position would assist full time curatorial staff with the development and construction of exhibits for the museum.

Reports To: The Executive Director with day to day supervision by the curator and full time staff.

Responsibilities & Tasks: Complete tasks assigned by the curator to build and develop exhibits for display in the museum.

Relationships: This position will work closely with the museum staff to see what needs to be done. They may have contact with visitors and employees of Camp Ripley and the military.

Knowledge, Skills, & Abilities: This individual needs to have a background in the construction trades with a strong emphasis on Carpentry, cabinet building, and painting. A strong background in use of hand power tools and equipment is essential. Previous work in a museum doing curatorial work or extensive knowledge in the processing of artifacts is also desired.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Volunteer Coordinator

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff manage and schedule the people who volunteer at the Minnesota Military Museum.

Reports To: The Executive Director with day to day support and direction from the staff.

Responsibilities & Tasks: Manage and schedule volunteers to meet the needs of the volunteer and the needs of the museum. Work with volunteers to insure they have a positive experience while volunteering their time. Develop a database of volunteers and the skills they have along with the hours they are willing to work. Keep volunteer position descriptions and a volunteer manual updated and current to reflect the needs of the volunteer and the needs of the museum. Serve as the primary contact for volunteers and work with museum staff to fully utilize the skills of individuals who volunteer at the museum.

Relationships: Individuals in this position must be able to work well and interact with both museum staff and with the volunteers of the museum. They will work closely with museum staff to determine when and where volunteers are needed by the museum. This individual will also work with Camp Ripley staff to insure background checks have been completed on all volunteers and that ID cards have been issued to facilitate entrance into Camp Ripley. The individual may also work with local colleges and local community organizations to locate volunteers for the museum.

Knowledge, Skills, & Abilities: The individual in this position must have strong organizational and people skills. This individual must also be familiar with computers and be able to utilize Microsoft Office software, specifically Word, Access, and Excel. Previous managerial or supervisory experience would be helpful but not required for this position.

Problem Solving: The individual in this position will be expected to handle basic scheduling and issues that come up with the scheduling of volunteers. They will also be asked to try and resolve small differences between volunteers before going to full time museum staff.

Freedom to Act: The individual in this position has the freedom to develop schedules and coordinate volunteers to best provide coverage for the museum. Like other volunteers they still represent the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and take appropriate guidance from museum staff.

POSITION DESCRIPTION FOR THE MILITARY MUSEUM

Position Title: Firearms and Weapons Maintenance

Last updated 11-9-2011

Position Purpose: The purpose of this unpaid position is to assist museum staff in the day to day processing of weapons and firearms for the museum. An individual in this position would assist full time curatorial staff with the processing, maintenance, cleaning, and restoration of firearms and weapons which have been donated to the museum.

Reports To: The Executive Director with day to day supervision by the curator and full time staff.

Responsibilities & Tasks: Complete tasks assigned by the curator to process and restore firearms and weapons belonging to the museum to make ready for storage or display and to clean firearms and weapons already in exhibits or part of the collection.

Relationships: This position will work closely with the museum staff to see what needs to be done. They may have contact with visitors and employees of Camp Ripley and the military.

Knowledge, Skills, & Abilities: This individual needs to have a background in firearms maintenance and repair. Individuals who are school trained gunsmiths or have a background as an armorer or extensive military or police experience are preferred. A resume or letter of recommendation on previous work with firearms and military weapons will be required prior to being able to work with the curator.

Problem Solving: The individual in this position will be expected to answer basic questions about the museum and understand basic museum operational procedures or refer questions to full time staff.

Freedom to Act: The individual in this position represents the museum when they are acting in their volunteer capacity at the museum. As such they are expected to follow all museum policies and procedures and appropriate guidance from museum staff.

Military Museum Volunteer Time Log

Volunteer Name/Title				Only if assigned	
Date	Time In	Time Out	Total Hours	Mileage	Activity
Total Hours:		Total Mileage:		Volunteer Signature:	

Photography/Video Consent

The Military Museum and National Guard takes photographs or video recordings of volunteers in action during the normal day to day activities of the Museum. These Photographs/Video may be used on the website, in newsletters, and other publications.

Please sign the appropriate line below:

I give The Minnesota Military Museum permission to use my photograph/video as stated above.

Date_____

Signature_____

I do NOT give The Minnesota Military Museum and National Guard permission to use my photograph/video as stated above.

Date_____

Signature_____

Receipt of Handbook

I have received a copy of the Minnesota Military Museum Handbook. I have read and understood the policies and information in it and agree to abide by these policies during my volunteer term.

Date _____

Signature _____