



North American Aerospace Museum

500 NE Captain Michael King Smith Way
McMinnville, OR. 97128 503.434.4180

Dear Applicant:

Thank you for your interest in becoming a volunteer at the North American Aerospace Museum (NORAM). Please complete the online application. When you have completed filling out the form electronically, select “**submit**” to send it electronically to Human Resources. You may also print and mail the application to the address listed above. Once we receive your application, we will contact you to set up volunteer orientation. If you have further questions, you may call us at 503-434-4180. We hope to provide you with a rewarding and long lasting volunteer experience at NORAM.

Volunteer Requirements

Dress Code: Museum Volunteers will be required to wear the provided blue shirt and vest along with a tan pant or skirt. Non-slip sole, comfortable shoes are recommended.

Shifts: An active volunteer generally volunteers a minimum of 16 hours/month or a total of 192 hours/year. A part-time volunteer generally volunteers 8 hours/month or a total of 96 hours/year.

Age: All volunteers must be at least 18 years of age before volunteer orientation.

Background Check: All volunteers must pass a criminal background check before the start of volunteer assignment.

Mentorship: You will be required complete 50 hours of mentoring with a Day Captain.

Skills and Abilities:

- Ability to move about the museum during the assigned volunteer day
- Basic computer skills and a working email address is preferred.
- Commitment to providing exceptional customer service to NORAM visitors.
- Additional skills and abilities may be required depending on Volunteer assignment.

Recognition

Volunteers will be recognized based on their number of Volunteer hours. Special recognition pins are awarded for continued service.

Discounts

As a volunteer, you will receive a Family Membership good for free admission to NORAM for you and three (3) adults and up to four (4) children age 16 or younger per week. Other eligible discounts are outlined in the NORAM Volunteer Handbook.

VOLUNTEER APPLICATION FORM



NORAM embraces and encourages its volunteers' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our volunteers unique.

Name (First, MI, Last):

Today's Date:

Address:

Home Phone #:

Mailing address (if different):

Cell phone number:

Email address:

Emergency Contact:

Relationship:

Phone Number:

**Are you 18 years of age or older?
(check one)**

Yes ☐ No ☐

Prior work or volunteer experience:

I possess the following skills and am willing to assist in these areas (please check all that apply):

☐ Cataloging & Archiving (list programs use under “special skills”) ☐ Clerical ☐ Computer ☐ Customer Service

☐ Education ☐ Fundraising ☐ Grant Writing ☐ Graphic Design

☐ Illustration ☐ Leadership ☐ Model building ☐ Photography
(aviation & space)

☐ Public Speaking ☐ Research ☐ Social Media ☐ Transportation

☐ Writing or Journalism ☐ Other: ☐ Other: ☐ Other:
(List under “special skills”)

Restoration Skills:

☐ A&P Mechanic ☐ Auto/Body work ☐ Electrical ☐ Engineering

☐ Fabrication ☐ Painting ☐ Tooling (hand & power) ☐ Welding

☐ Woodworking or Carpentry ☐ Other: ☐ Other: ☐ Other:
(Other list under “special skills”)

Special Skills:

Fluent in other languages:

What areas of volunteering are you interested in?

- ☐ **Space Museum:** Work on the museum floor meeting the public, protecting the artifacts, informing visitors about the artifacts, exhibits, and displays and providing security in the museum. General knowledge of Space and Aviation is a plus.
- ☐ **Aviation Museum:** Work on the museum floor meeting the public, protecting the artifacts, informing visitors about the artifacts, exhibits, and displays and providing security in the museum. General knowledge of Aviation and Space is a plus.
- ☐ **Special Events:** Usually requires evenings or some weekends at specifically scheduled events. Some lifting is required during setup and takedown of chairs and tables, etc. This is usually done in conjunction with serving as volunteering on the Museum floor as a Docent.
- ☐ **Youth Education:** Working with youth/children's groups providing direction, special activities and supervising children's area. This is usually done in conjunction with serving as volunteering on the Museum floor as a Docent.
- ☐ **Restoration:** Restoring aircraft, artifacts, exhibits, and displays. It is a very technical area and requires a level of craftsmanship, shop and tool knowledge and a higher level of knowledge of aviation and aircraft. This area requires an additional interview with the Department Head.
- ☐ **Maintenance:** Light repair work, cleaning and dusting of aircraft, artifacts, exhibits and displays. Requires some specialized skills. This is usually done in conjunction with serving as volunteering on the Museum floor as a Docent.
- ☐ **Collections (Archives/Library):** Receiving, cataloging, and displaying donated items. Requires a higher level of detail work and ability to conduct research.

Days I would be willing to work: (Hours available):

☐ Sunday	☐ Monday	☐ Tuesday	☐ Wednesday
☐ Thursday	☐ Friday	☐ Saturday	

Volunteer Agreement

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize North American Aerospace Museum to investigate any information contained in this application. I understand that information collected during this investigation and/or background check will be limited to that appropriate to determining my suitability for particular types of volunteer work and that such information collected during the check will be kept confidential. I understand that false or misleading statements shall be sufficient grounds for disqualification from the Volunteer Program. Further, I understand that as a volunteer, I am offering the services of my own free will without any expectation of compensation, benefits, or insurance of any kind. I

voluntarily agree to participate, or for my child to participate, this program. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the activity mentioned earlier, against the North American Aerospace Museum and its agents and employees.

I hereby agree to the volunteer agreement set forth on this day of _____, 20_____.

Volunteer Signature:

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