



Hampton Roads Naval Museum Volunteer Position Description

Title: Ceremonies Volunteer

Commitment: Two shifts (+) per month requested

Supervisor: Events Coordinator

Objective

Ceremonies Volunteers facilitate military ceremonies aboard USS *Wisconsin*, such as reenlistments, promotions, and retirements. They ensure a positive experience for ceremony participants and minimize impact on the visiting public and campus/battleship operations. Ceremony Volunteers' efforts promote HRNM's mission to make naval history a key component of a Sailor's education and to strengthen the public's understanding and appreciation of their Navy.

Responsibilities

- Learn and maintain knowledge of campus operations and ceremony protocols.
- Advise and direct ceremony set up and break down crews.
- Greet ceremony participants, provide an introduction to the site as well as relevant information and instructions.
- Escort ceremony participants to the ceremony location.
- Monitor ceremonies; report and/or respond to questions or concerns.
- Provide information and wayfinding to ceremony participants and the general public.
- Maintain communication with events coordinator and front desk staff as needed.
- Ensure the safety and security of guests by modeling and informing visitors of expectations.
- Participate in occasional workshops, lectures, and field trips offered by the museum.
- Act as a mentor for new volunteers as requested by the volunteer coordinator.
- Schedule shifts in advance and record hours after each assignment.

Requirements

Greeters must be able to

- Communicate effectively with diverse individuals in large and small groups.
- Move and assume stationary positions both indoors and outdoors.
- Use a radio for communications.
- Maintain a neat and professional appearance.
- Abide by all museum policies and procedures.

Training, Support, and Benefits

- Volunteer handbook; access to research library and digital resources
- One-on-one training and shadowing with staff and veteran greeters
- Continuing education and feedback; reciprocal admission to area museums
- Parking validation

Scheduling

Ceremonies volunteers are scheduled for 4-hour shifts on Fridays, February through September, and by request. A minimum of two shifts per month is requested.

Application Procedure

Complete online application at: <http://bttr.im/eq3yr>. Direct inquiries to Ms. Darcy Sink, Volunteer Coordinator: 757-322-2992, email: darcy.sink@navy.mil. HRNM complies with EEOC guidelines.