



VOLUNTEER APPLICATION AWC-AHEC



♥ Name: _____ ☎ Phone: _____

✉ E-mail: _____

Please select your areas of interest:

Educational Events (school groups, lectures, etc.)

Engagement (public-facing roles, ushering, docent [gallery guide], etc.)

Library (research buddy, focus group, one-off jobs, etc.)

Collections (archives, cataloging, trail maintenance)

One-off events (Army Expo, Veterans Day Ceremony, Memorial Day Ceremony, etc.)

Other (please describe): _____

Briefly list/describe your professional background: (Include previous volunteer experiences)

Briefly list/describe any special skills, interests, and hobbies:

Why are you interested in volunteering at USAHEC?

Volunteer information listed on the back ---->



VOLUNTEER DESCRIPTIONS

AWC-AHEC

READ BELOW FOR EXAMPLES OF VOLUNTEER WORK AT USAHEC!



Docent (Gallery Guide): Docent volunteers are one of the USAHEC's most important public-facing aspects. Our docents act as guides in the Visitor and Education Center and outside on the Army Heritage Trail, and help visitors find their way around the USAHEC campus.

Collections Assistant: This position assists USAHEC staff with conducting inventories and taking photographs of artifacts/artwork, and the general curation and care of the collection. This may include the "macro" artifacts located on the Army Heritage Trail (AHT) as well as the original but non-historic materials displayed in AHT exhibits.

Historical Research Volunteer (Research Buddy): Assist in historical research for the Army Heritage Museum as it prepares new exhibits for both the indoor galleries and the venues on the Army Heritage Trail. Tasks include using the USAHEC resources to locate Soldier stories that include a good service history, photo(s) of the Soldier/Unit and any archival material such as letters, diaries or other primary sources that detail the Soldiers service and experiences. In some instances, the volunteer may be asked to prepare a rough draft of the Soldier story.

Cataloging Volunteer: Assist the USAHEC with a wide variety of processing, cataloging, and general tasks. Tasks include supporting research assistance, processing periodical and newspaper collections, reviewing microfilm periodicals, translating book and pamphlet titles, and creating content descriptions according to a translation worksheet. Duties will be wide-ranging, but volunteers are normally expected to specialize in at least one long-term project at a time.

Archival Volunteer: Assist the USAHEC with a wide variety of research, archival, and general tasks. Tasks include inventorying archival collections, producing finding aids, and creating archival metadata. Duties will be wide-ranging, but volunteers are normally expected to specialize in at least one long-term project at a time.

Army Heritage Trail Exhibits Maintenance: This is routine work involving cleaning Plexiglas, sweeping the floors of outdoor exhibits, painting, weeding and all-around care of the exhibits on the Army Heritage Trail.

Special Event Assistant: This position would help with educational programming and public events on an as needed basis. Duties may include assisting with the planning, preparation, registration, and execution of USAHEC events. Events include, but are not limited to, commemorative programs, ceremonies, and after-hour events.

Special Projects: There are several ongoing long and short term projects at the USAHEC. This position would help with these on an as needed basis and is subject to change. Please inquire for more information.

Questions and applications can be sent to:
usarmy.carlisle.awc.mbx.ahec-ves@army.mil