



## Volunteer Job Description

During the exhibition, volunteers will be needed to complete the various duties described below. Where possible we encourage you to give volunteers the opportunity to rotate around the different assignment areas during their shift. All volunteer positions require standing and walking around the mobile Education Center and at The Wall. No chairs are provided for volunteers during their shift however, they are encouraged to sit and take a break in your designated volunteer check-in area during their shift.

### Volunteer assignments may include:

- Standing at several points along The Wall for public assistance and welcoming all visitors.
- Monitoring flow of people and directing them around the exhibits on display at the mobile Education Center.
- Assisting visitors in locating names on The Wall That Heals using The Wall app, or Directory of Names books provided by VVMF and located under the mobile Education Center awning.
- Assisting visitors to complete a name rubbing on The Wall That Heals or if it too high for access request a rubbing from the Vietnam Veterans Memorial in DC. (Rubbings forms are provided by VVMF – the host will provide no 2 pencils. Please be aware that crayons, pens and markers cannot be used as they will damage The Wall)
- Answering questions and providing visitors with handouts found at the mobile Education Center

### Mobile Education Center

Volunteers assist the public with locating names on The Wall. The Directory of Names book is available for reference. VVMF will provide materials for documentation of the located name and the form needed to complete a name rubbing. Volunteers will need to familiarize themselves with the digital displays, handouts, and exhibits to assist visitors with questions and enhance their experience.

### The Wall

Volunteers will be stationed at various points along The Wall to ensure reasonable decorum and to direct foot traffic. Volunteers are asked to assist visitors with locating names on The Wall from the name location form given out at mobile Education Center and to assist in completing name rubbings. No food or beverages may be consumed in the proximity of The Wall. Alcoholic beverages are prohibited on the entire site. Pets are not permitted at The Wall, except for recognized service animals.

**REMINDER:** Volunteers should report 15 minutes early to check in and familiarize themselves with all areas of the site. Volunteers from the previous shift or your volunteer coordinator on duty will train (if necessary) the next shift on their assigned positions before departing. Handouts on The Wall are provided by VVMF to assist your volunteers on site.

**This listing does not account for additional volunteers the host may need to execute your ceremonies, events, assist with parking or other site needs.**