

PACKARD PROVING GROUNDS VOLUNTEER HANDBOOK

WELCOME

Welcome to the Packard Proving Grounds Volunteer Team! We are thrilled to have you join us in preserving and sharing the rich history of the Packard Motor Car Company. This handbook provides essential information for a safe, enjoyable, and fulfilling volunteer experience. Your time and efforts are invaluable, and we are committed to supporting you every step of the way. Let's make history together!

ABOUT US

The Packard Proving Grounds Historic Site is owned and governed by the Packard Motor Car Foundation, a 501(c)(3) nonprofit organization. Our mission is to preserve and promote the legacy of the Packard Motor Car Company through historic restoration, education, and community engagement. Our volunteers play a vital role in making this mission a success.

HISTORY

Originally built in 1927, the Proving Grounds served as a testing facility for Packard automobiles. Today, it stands as a historic site and event venue, showcasing Packard vehicles and artifacts while hosting a variety of public and private events.

OUR TEAM

- **Executive Director:** Mary Anne Demo
 - **Collections Director:** David Dolby
 - **Office Manager:** Pamela Crandall
 - **Event Manager:** Jeannine Morris
 - **Collections Coordinator:** Kim Parr
 - **Volunteer Manager:** Donna Shiner
 - **Event Coordinators:** Tina Volrich and Liz Brazeal
 - **Venue Logistics Coordinator & Collections Assistant:** Christina Dolby-Criger
 - **Wedding & Special Event PICs:** Julie Saputo, Jeremy Strength, Kim Spinale, Dana Borza, Laura Medici, Jennifer Reynolds
 - **Building & Grounds Maintenance Associate:** Ken Briggs
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VOLUNTEER REQUIREMENTS

VOLUNTEER PROFILE APPLICATION

Before getting started, all volunteers must complete a Volunteer Profile Application on our website and electronically sign our Volunteer Liability Waiver and Conflict of Interest form.

VOLUNTEER EXPECTATIONS

- Arrive on time and ready to work.
- Record your volunteer hours and mileage.
- Follow all safety instructions from your team leader or supervisor.
- Dress appropriately for the weather and your assigned tasks.
- Respect the property, artifacts, and fellow volunteers.
- Communicate any issues or concerns with your team leader or supervisor.
- Maintain confidentiality and avoid conflicts of interest.

VOLUNTEER OPPORTUNITIES

We offer a range of volunteer roles, including but not limited to:

- **Docents** – Lead tours and share the rich history of Packard.
 - **Event Assistants** – Help with weddings, special events, and farmers markets.
 - **Building & Grounds Maintenance** – Assist with landscaping, repairs, and upkeep.
 - **Gift Shop Volunteers** – Assist with sales and customer service.
 - **Auto Maintenance** – Preserve and maintain our collection of historic Packard cars.
 - **Photo Vault & Digitization** – Catalog and preserve historical photographs and documents.
 - **Parking Attendants** – Direct guests during large events.
 - **Greeters** – Welcome and direct visitors upon arrival.
 - **Farmers Market Assistants** – Help with setup, vendor coordination, and operations.
 - **Housekeeping** – Assist in keeping our historic buildings clean and welcoming.
 - **Drivers** – Provide transportation for events and move classic Packard vehicles.
 - **Administrative Assistants** – Support with office tasks, emails, and data entry.
 - **Seasonal Decorating** – Help decorate the site for holidays and special events.
 - **Group Opportunities** – Available for corporate teams, student groups, and community organizations.
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VOLUNTEER PROCEDURES

- **Sign-In/Sign-Out:** Use the on-site kiosks or sign in via your smartphone to track hours of our CERVIS database to accurately record your volunteer hours.
- **Accidents & Emergencies:** Report any incidents or injuries to a staff member immediately.
- **Restrooms:** Facilities are available in multiple locations.
- **Breaks & Refreshments:** Volunteers may take breaks as needed, ensuring coverage for their role.
- **Recycling & Waste Management:** Follow procedures to help maintain a clean environment.

SAFETY & DRESS CODE

Safety is our top priority. Volunteers should follow all safety guidelines provided by their supervisor. For events with specific dress codes, guidelines will be provided ahead of time.

ORIENTATION & TRAINING

New volunteers will receive an orientation covering safety, expectations, roles, and responsibilities. Additional training sessions are available based on role assignments.

PROPERTY & ARTIFACT PRESERVATION

Volunteers working with artifacts and equipment should handle items with care, follow guidelines, and ask for permission before touching artifacts.

RECORDING VOLUNTEER HOURS & MILES

Accurate tracking of volunteer hours and travel helps measure engagement and recognize contributions. Training videos are available online.

VOLUNTEER RECOGNITION

We appreciate and celebrate our volunteers through:

- Annual Volunteer Appreciation Dinner
 - Recognition programs and awards
 - Special volunteer-only events and discounts
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CODE OF ETHICS

Volunteers are expected to uphold honesty, integrity, and professionalism while representing the Packard Proving Grounds and the Packard Motor Car Foundation. Let's work together to foster a respectful, welcoming, and ethical environment.

CONCLUSION

Thank you for being a part of the Packard Proving Grounds family! Your contributions help us preserve history and create memorable experiences for visitors. If you have any questions or need support, please reach out to the Volunteer Manager, Donna Shiner.

Email: DonnaShiner.ppg@gmail.com