



Garage Works

Supplemental Handbook

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The scope of this handbook includes information relevant to Gilmore Garage Works volunteers of the Gilmore Car Museum. It is intended to be a supplement to and used with the Volunteer Handbook which contains the general operating procedures and information relevant to all volunteers.

On behalf of the museum, thank you for your service as a Gilmore Garage Works volunteer. This youth mentoring and skilled trades program owes its success to the many talented volunteers working to provide training, guidance, and confidence building with the students. Your role is extremely important, and we are grateful for your participation.

I hope you will enjoy your experience at the Gilmore Car Museum sharing your passion for automobile history. Thank you for all you do!



*Stacie Longwell Sadowski
Development and Engagement Manager*

Gilmore Car Museum Mission

The Mission of the Gilmore Car Museum is to tell the history of America through the automobile. We foster experiences which connect people with the history, heritage, and social impact of the automobile through collecting, preserving, and interpreting its story.

Gilmore Garage Works Mission

The Garage Works Mission is to provide area high school students with Antique Auto Restoration Skills, Basic Shop Skills, Fundamentals of Automotive Maintenance, Team Work and Employability Skills. Students are the most important element of the program. In all decision making, and leadership choices; “It’s all about the students.”

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Garage Works Mentors

Mentors are first and foremost, teachers and provide good examples for students. Garage Works Mentors provide supervision, mentoring and automotive skill training as a leader, project manager, and project assistant. A big part of mentoring is the development of excellent friendship based, working relationships with the students. Ultimately having a trusting, supportive and nurturing mentor staff, always serves the mission of making the experience “all about the students.”

Lead Mentors: Mentors who provide team leadership focused on one area within the over-all Garage Works:

- Paint and Body Team
- Chassis and Frame Team
- Engine Team
- Motor Cycle Team
- Welding

Lead Mentors have proven expertise in their field, and also have some teaching skills or experience. Mentors need to be able to speak in front small groups of students for up to 30 minutes.

Lead Mentors must maintain consistent attendance for the maximal functioning of the program. These are specialized roles that provide critical technical expertise. The volunteer service commitment is for one school year, two nights per week. For volunteers with needed experience in relevant areas, or for those with the need for a flexible schedule, they may be accepted into the program at the discretion of the Garage Works Manager.

Mentor Assistants: Serve under the Lead Mentors as an assistant in each area. Each project may have several mentors working as assistant project leaders. When the Lead Mentors cannot be in attendance, one of the Mentor Assistants may fill in at the discretion of the Garage Works Manager.

A fully staffed team of mentors will include two Lead Mentors and two Mentor Assistants for each of the areas.

Support: Assist with marketing, planning, or educational programing. These roles report directly to the Garage Works Manager, and may vary in time commitment and need based on changing tasks. This support includes writing articles, contributing to social media reports, and taking photos or videos. Additionally, support roles may include chaperoning on field trips, creating and/or giving presentations to the class, or assisting in planning for special activities or class projects.

Background checks are required for all program volunteers.

Volunteer Policies

In addition to policies in the Volunteer Handbook, Garage Works Volunteers are required to adhere to additional policies as follows.

Attendance

Due to the nature of the shop work being done and the mentoring of students, it is crucial that Garage Works is fully staffed on evenings when students are present. The program exists first and foremost for the benefit of the students, to teach them technical skills and model professional behavior. Mentors that are not consistent in their attendance or that do not communicate schedule changes with the Garage Works Manager exhibit behavior that is detrimental to the goals of the program. Additionally, student safety is paramount, and classes may need to be cancelled or work plans altered if mentors do not attend as expected or allow for substitutes to be scheduled in advance.

If you are unable to attend, contact the Garage Works Manager as soon as possible.

Repeat absences will result in a review of volunteer service in the program and may result in removal from the volunteer roster.

Mentoring

Volunteers must be mindful of the example they are setting for the students at all times. This should reflect in the way that they approach their tasks, interact with the students, and interact with other volunteers or staff.

Field Trips

Students and mentors will have the opportunity to participate in off-campus outings to other museums, auto shows, swap meets, or area businesses for the purpose of advanced learning. All policies and expectations for volunteers will be in place whether the group is on or off campus.

Project Goals

The annual work plan of Garage Works includes the completion of a project as a group, typically in finishing an auto restoration project. This may require flexibility in the way that the team approaches assignments. The overall pace and work plan will be determined by the Garage Works Manager in conjunction with the Education Director.

Discipline

Volunteers are expected to conduct themselves in a manner which is consistent with museum core values, an active regard for safety, and an intentional environment of inclusion and respect for others. In addition to requirements outlined in the Volunteer Handbook, Garage Works Volunteers have an added responsibility to students and to attending as scheduled. Behavior

that directly violates student safety or wellbeing, physical or verbal, will be grounds for immediate dismissal. Repeat unreported absences may cause dismissal from the program.

Garage Works Supplemental Handbook Receipt And Volunteer Commitment

I acknowledge that I have read and reviewed the Garage Works Supplemental Handbook for the Gilmore Car Museum. I agree to abide by the rules, policies and procedures as outlined in the handbook. I recognize that I am encouraged to ask questions about the rules, policies and procedures.

I understand that the content of the handbook is intended to cover the general operating policies, and may be updated at the discretion of the Gilmore Car Museum at any time. Future updates will be shared with all volunteers by either in a printed or electronic format, and at the quarterly communication meetings.

I am committing to the role of _____ with the program, and understand that the program meets two evenings per week, Tuesday and Thursday through the school year.

I will be available to volunteer on the following days _____.

I will notify the Garage Works Manager if I am unable to meet a scheduled commitment.

Volunteer

Name Printed _____ Date _____

Name Signed _____

Gilmore Garage Works Manager

Name Printed _____ Date _____

Name Signed _____