

**Application  
Packet**

# **YOUTH AMBASSADOR PROGRAM**

ATLANTA  
**HISTORY**  
CENTER

Atlanta History Center

130 West Paces Ferry Rd  
Atlanta, GA 30305

Hours

Monday-Saturday  
10am-5:30pm

Sunday  
12-5:00pm

# Youth Ambassador Program

Dear School Administrator,

Atlanta History Center has been hard at work to help break down barriers and unite Atlantans through history. Not only has our 33 acre campus undergone some exciting transformations, but we are also looking for meaningful, relevant, and engaging ways to fulfill our mission to connect people, history, and culture.

One of those initiatives is an exciting new volunteer program for high school students. Atlanta History Center is launching our Youth Ambassador Program to introduce students ages 15-19 to museums, historic houses, public gardens, and curation. This is a unique opportunity for students interested in not only museums, public gardens, and community outreach, but also for anyone looking to gain broadly applicable skills that have become a necessity for those entering today's professional workforce. Participating volunteers will be better prepared for a variety of disciplines, no matter their future career path.

Youth Ambassadors will primarily be stationed at the Atlanta History Center Buckhead Campus located at 130 West Paces Ferry Road NW, Atlanta, GA 30305, but will have opportunities to work at the Margaret Mitchell House located in Midtown at 990 Peachtree St NE, Atlanta, GA 30309. Enclosed please find information about the program, including a Frequently Asked Questions page and a copy of our application. We are currently accepting applications through March 1st.

Please distribute to any students who you think may be interested in this program. If you have any questions, please feel free to contact us.

Best,

Volunteer Services

[Volunteerservices@AtlantaHistoryCenter.com](mailto:Volunteerservices@AtlantaHistoryCenter.com)

404. 814.4045

Atlanta History Center  
130 West Paces Ferry Rd  
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# Youth Ambassador Program

Dear Student,

Thank you for your interest in joining the Youth Ambassadors of the Atlanta History Center (AHC). We are excited about the participation of the Youth Ambassadors in AHC activities. The Youth Ambassador Program is a unique "education through service" program designed to attract a dynamic service-oriented group of young people who have an interest not only in helping the Atlanta History Center, but also engaging their community. Youth Ambassadors will gain experience in historic houses, administration, guest services, curation, public history programs, and much more. The program is open to 9th to 12th grade students (age 15-19). The program runs a full year from April to April. Students commit to one school year minimum of 50 volunteer hours through community outreach opportunities and AHC events. The mission of the Youth Ambassadors is to connect people, culture, and history by expanding historical knowledge, promoting discussion, and engaging Atlanta's youth.

As a Youth Ambassador, you will have the opportunity to participate in various events and activities throughout the year. Your involvement may include, but is not limited to, providing support for our Goizueta Gardens staff or Public Programs Departments, creating a fun yet educational environment for AHC visitors, and promoting awareness of the AHC and its purpose.

To be considered for a Youth Ambassador position, you will need to submit the following to volunteer services, [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com) or by post c/o volunteer services, no later than March 1st.

1. Youth Ambassador Application
2. School Recommendation Form and letter of recommendation from two academic sources
3. Letter of Interest/Personal Statement and Essay Questions

Youth Ambassadors will be required to make a minimum 1 school year commitment. Youth Ambassadors will also be expected to perform a minimum 50 volunteer hours, and/or support 4 key programs and high volume times (weekends). There is also a mandatory training and orientation session. Please make sure that you will be able to make time for these activities as participation is critical to your success and enjoyment of this interactive program.

We emphasize communication and consistency. We recognize High School students have several commitments and club activities, but ask that you take your position as a Youth Ambassador (YA) seriously. The Youth Ambassadors meet once a month (excluding December) and require attendance at all meetings. Two missed meetings with unexcused absences result in the YA's status to be moved from "Youth Ambassador" to "general volunteer." We expect YAs to communicate at least a week ahead of time if they are unable to attend a meeting or YA event. These expectations encourage a sense of responsibility and commitment to develop lifelong characteristics.

We look forward to meeting with you!

Regards,

Atlanta History Center Youth Ambassador Selection Committee

Atlanta History Center  
130 West Paces Ferry Rd  
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# Youth Ambassador Program Student Application (1/3)

## Student Information

Full Name Preferred Name

Address | City | State | Zip

Phone | Email

Pronouns Age Date of Birth

School Currently Attending Grade Level (current)

## Emergency Contact

Name Relationship to Student

Phone | Email

## Essay Questions

Choose three (3) responsibilities from the Youth Ambassador program's description and explain why you are well-suited to each.

Youth Ambassadors are unpaid volunteers looking to engage both with the Atlanta History Center and the community at-large. General duties include attending monthly meetings to discuss regional and/or national historical events and trends, accruing a minimum of 50 community service hours through outreach opportunities and AHC events, regularly co-leading an preordained activity in the AHC Atrium which educates museum patrons on suffrage, and helping to decorate the AHC facilities for seasonal public programming (ex. Haunted Halloween).

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Youth Ambassador Program Student Application (2/3)

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What knowledge and/or skills do you have that will enhance your participation as a Youth Ambassador?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe a time you performed an act of service, taught someone a new skill, or led by example.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant accessibility needs (ex. allergies, medications, regular food breaks to maintain blood sugar, consistent access to an elevator or ramp, preference for printed instructions, inability to stand for long periods).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Youth Ambassador Program Student Application (3/3)

## Personal Statement

Please tell us about yourself in an attached personal statement that is 500 words or less. When writing your personal statement, you may find it helpful to consider the following questions:

- What in your life story makes you special, unique, or impressive?
- What interests you about the Youth Volunteer program for which you are applying and how did you learn about it?
- Why should you be chosen above the other candidates?

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# Youth Ambassador Program Confidential Teacher/School Recommendation Form (1/2)

The Atlanta History Center Youth Ambassador Program (YAP) is a forthcoming premier student "Education through Service" program. Through YAP we strive to provide students the opportunity to gain hands on experience, while giving back to their community. Youth Ambassadors (YA) will strengthen and improve interpersonal and leadership skills while supporting long standing AHC programs. YAP will serve as an integral part of special projects and events, bringing a youthful perspective and energy to public programs and ongoing initiatives. We strive to have the highest caliber of student in our program and ask that you assist us in evaluating this student's potential for success by completing this form and returning it to the student in a sealed and stamped with the school logo envelope. Thank you.

Student's Name \_\_\_\_\_

School Name \_\_\_\_\_

	GOOD	FAIR	POOR
Ability to follow instructions			
Social Skills (gets along well/respect for others)			
Demonstrates dependability			
Self-motivated			
Demonstrates responsibility (directs energies toward task)			
Demonstrates enthusiasm in performing assigned tasks			
Strives for excellence			
Punctual			
Mentally alert (organization skills/problem-solving skills)			
Demonstrates proper etiquette and manners			
Personal appearance/grooming			
Demonstrates integrity/honesty			
Demonstrates optimism and self-respect			
Capacity to try new ideas and increase knowledge			
Attitude toward constructive criticism			
Ability to adapt to change			
Cooperates with others			
Communication skills			
Demonstrates attention to detail			
Ability to set realistic goals			

Do you recommend this applicant for the Atlanta History Center Youth Ambassador program?

Yes       No

Supplementary Comments

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Subject Area \_\_\_\_\_



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# Youth Ambassador Program Confidential Teacher/School Recommendation Form (2/2)

The Atlanta History Center Youth Ambassador Program (YAP) is a forthcoming premier student "Education through Service" program. Through YAP we strive to provide students the opportunity to gain hands on experience, while giving back to their community. Youth Ambassadors (YA) will strengthen and improve interpersonal and leadership skills while supporting long standing AHC programs. YAP will serve as an integral part of special projects and events, bringing a youthful perspective and energy to public programs and ongoing initiatives. We strive to have the highest caliber of student in our program and ask that you assist us in evaluating this student's potential for success by completing this form and returning it to the student in a sealed and stamped with the school logo envelope. Thank you.

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Communication skills			
Demonstrates attention to detail			
Ability to set realistic goals			

Do you recommend this applicant for the Atlanta History Center Youth Ambassador program?

Yes       No

Supplementary Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Subject Area \_\_\_\_\_



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# Youth Ambassador Program Reference (1/2)

**Please complete and return to:**

Volunteer Services  
Atlanta History Center  
130 West Paces Ferry Road  
Atlanta, Georgia 30305

**Attention Youth Ambassador Program Applicant**

Put your name on the form and give it to an adult that is NOT related to you to complete. This reference form must be completed in order for your application to the Atlanta History Center Youth Ambassador Program to be considered complete. Ask your reference to submit their letter of recommendation directly to Atlanta History Center at the above address no later than 5pm on **March 1st**.

**For the Adult Providing Reference**

The applicant below is applying for the Atlanta History Center Youth Ambassador Program. The Youth Ambassador Program is a yearlong program for teens 15-19 years old who have an interest in volunteering and public service. The applicants we select should show a desire and ability to work on a team and a willingness to commit to a year long program. The focus of the volunteer work is visitor education and service in areas such as Public Programs, Gardening, and Special/Large Events. Selected Youth Ambassadors will spend much of their time interacting with visitors and participating in various museum responsibilities.

We would appreciate your candid responses, which will be kept confidential. Your comments will aid us in selecting a committed group of teen volunteers. Thank you for your valuable time and assistance. If you have any questions regarding the program, please call Volunteer Services at 404.814.4045.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Reference Name \_\_\_\_\_ Phone Number \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend the applicant to the Atlanta History Center Youth Ambassador Program:

- With Great Enthusiasm
- With Confidence
- With Some Confidence



Atlanta History Center  
130 West Paces Ferry Rd  
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# Youth Ambassador Program Reference (2/2)

## Hours

Monday-Saturday  
10am-5:30pm

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### Please complete and return to:

Volunteer Services  
Atlanta History Center  
130 West Paces Ferry Road  
Atlanta, Georgia 30305

### Attention Youth Ambassador Program Applicant

Put your name on the form and give it to an adult that is NOT related to you to complete. This reference form must be completed in order for your application to the Atlanta History Center Youth Ambassador Program to be considered complete. Ask your reference to submit their letter of recommendation directly to the Atlanta History Center at the above address no later than 5pm on **March 1st**.

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Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Reference Name \_\_\_\_\_ Phone Number \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend the applicant to the Atlanta History Center Youth Ambassador Program:

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# Youth Ambassador Program Frequently Asked Questions

## **What is the Youth Ambassador program?**

The Youth Ambassador program is designed to attract a dynamic, service-oriented group of young people who have an interest in developing leadership competencies by supporting Atlanta History Center further its mission of connecting people, history, and culture.

## **Who supervises, communicates schedules, and trains the Youth Ambassadors?**

Because we are an indoor/outdoor hands-on environment of a living history site, we provide ongoing supervision by our staff. Each volunteer shift is typically 4 hours. These times may vary based on the scheduled time of the event for which the Youth Ambassador is volunteering.

## **What kind of tasks do Youth Ambassadors perform?**

Youth Ambassadors will participate in various events and activities throughout the course of the year. Their involvement may include providing support for Public Programs or Gardens, creating a fun yet educational environment for AHC visitors and/or promoting awareness of the AHC and its purpose.

## **What age range is considered?**

The program is open to participants in grades 9-12 who are between 15-19 years of age at the commencement of the program. Applicants may be 14 at the time of applying, provided that they will turn 15 before their designated start date. A Youth Ambassador's designated start date can be no later than Labor Day.

## **How are participants selected?**

We review a written application, a face-to-face interview, and letters of recommendation.

## **If Youth Ambassadors are retained, are opportunities for advancement within the program provided?**

We look at our Youth Ambassadors as potential future adult volunteers, interns, and employees; by investing in this program, we hope to retain them. As Youth Ambassadors grow older, we provide different levels of responsibilities within the program that they can aspire to and help keep them engaged.

## **How long does the program last?**

The program session is 12 months, with summer mainly consisting of orientation and training.

## **How often do they volunteer?**

We require Youth Ambassadors to volunteer for at least four large programs per session with a minimum of 50 total hours. Monthly training counts toward volunteer hours.

## **What kind of training is provided, and how is it made youth-friendly?**

We hold 4 mandatory 2 hour training sessions. These will cover institutional information, safety, basics of interpretation, basic overview of historic content, orientation to the historic site, as well as policies and procedures. Each session will also feature an orientation from one or more departments that the YA will work with during their tenure. We also have mandatory monthly YA meetings and on-site training sessions for continued education.

## **Who should I contact if I am interested in this program or want more information?**

Volunteer Services  
volunteerservices@atlantahistorycenter.com  
404.814.4045

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# Youth Ambassador Program Release, Waiver, Indemnification, and Assumption of Risk Agreement

This release, waiver, indemnification, and assumption of risk agreement (hereafter "Agreement") dated as of the date set forth below, is by and between the undersigned (hereafter "Parent") and Atlanta Historical Society, Inc (d/b/a Atlanta History Center) (hereinafter "AHC").

1. Parent is the parent or legal guardian of \_\_\_\_\_ (hereafter "Student"), who intends to enroll or is enrolled as a student of Atlanta History Center (AHC).
2. Parent understands that Student will engage in educational and extracurricular activities while participating in the Youth Ambassador Program at AHC, including physical indoor and outdoor activities and events. Parent further understands that there are hazards involved in Student's participation in such activities, including, but not limited to serious injury.
3. Parent desires to permit Student to engage in all activities provided or scheduled by AHC with full knowledge of the inherent risks and dangers and the physical injuries that could result, and hereby agrees to assume the risk of any such injury.
4. AHC assumes no responsibility for damage to or theft of personal property of Student or Parent which may occur in connection with student's enrollment at AHC.
5. AHC may take photos or video of your child for use in training and promotion, including but not limited to school flyers, newspaper advertisements, television and website use.
6. AHC will not permit any student to participate in its classes or activities prior to the execution of the Agreement by Student's Parent or legal guardian.

In consideration of Student's enrollment at AHC and Student's ability to participate in classes and activities of AHC, Parent agrees as follows:

1. Parent agrees that if Student has any health problems such as heart, respiratory, or circulatory conditions, diabetes, or epilepsy, he or she will so inform AHC prior to executing this Agreement.
2. Parent hereby releases, waives, discharges, and relinquishes any and all claims or causes of action for personal injury, property damage, or theft which may arise as a result of Student's enrollment in the Youth Ambassador Program at AHC.
3. Parent for him/herself and on behalf of Student, their respective heirs, agents, personal representatives and assigns, agrees that in the event any claim for personal injury, theft, or property damage arising from student's enrollment at AHC shall be prosecuted against AHC, Parent shall indemnify and hold harmless AHC from any and all such claims or causes of action by whomever or wherever made or presented.
4. By signing below, Parent agrees to the terms of this Agreement for him/herself and on behalf of Student, and waives any derivative cause of action that such parent or guardian may otherwise have had as a result of personal injury or death of Student.
5. As used herein, "AHC" shall include the business entity, its officers, directors, employees, agents and servants.
6. As used herein, "enrollment" at AHC shall include participation in any and all activities conducted, offered or sponsored by AHC, including on-site and off-site classes, programs, and activities.

IT IS THE INTENTION OF PARENT BY SIGNING THIS AGREEMENT TO EXEMPT AND RELIEVE AHC FROM ANY LIABILITY FOR PERSONAL INJURY, THEFT, OR PROPERTY DAMAGE.

Parent acknowledges that he/she has read the foregoing, fully and completely understands the potential dangers incident to Student's enrollment, and is fully aware of the legal consequences of signing this Agreement.