

**Student
Manual**

YOUTH AMBASSADOR PROGRAM

ATLANTA
HISTORY
CENTER





What is the Youth Ambassador Program?

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. Atlanta History Center's Youth Ambassador Program introduces 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.

Becoming a Youth Ambassador

In order to be eligible to be a Youth Ambassador you must be between the ages of 15 and 19.

The Youth Ambassador application is available online, and includes:

- Recommendations
- Letter of interest

The Role of a Youth Ambassador

The Youth Ambassador programs mission is to connect people, culture and history by expanding historical knowledge, promoting discussion, and engaging Atlanta's youth.

Atlanta History Center is looking for the best and brightest history enthusiasts and advocates to share the mission of the institution.



Responsibilities & Logistics of a Youth Ambassador

Youth Ambassador Responsibilities

For this position you must volunteer a minimum of 1 school year with a commitment to perform minimum 50 volunteer hours and/or support 3 key programs and high volume times (weekends).

Commit to April—April program duration

Attend April orientation

Attend monthly meetings

Two unexcused absences result in suspension of program

Attend two planned community outreach days outside of Atlanta History Center

Understand and support the purpose, structure, and policies of the Youth Ambassador Program and Atlanta History Center.

Conduct himself or herself in accordance with the standards of conduct and ethics of the AHC.

You must keep track of all of your volunteer hours as Youth Ambassadors and report those to the Manager of Volunteer & Intern Services or the Volunteer and Intern Services Associate.

Maintain regular communication with the AHC Volunteer Coordinator.

Ask questions, communicate ideas, and update the coordinator on project progress.

Be accountable on days that you have agreed to be somewhere and to stay as long as you have committed to stay as well as provide timely notification to his or her supervisor of absence or termination.

Communicate any problems or suggestions with AHC staff.

Meet and interface with your fellow Youth Ambassadors and other AHC volunteers. Abide by AHC rules, by-laws, and regulations. Commit to tobacco, alcohol, and drug free involvement.

Ambassadors will wear AHC id badge at all times when working in a volunteer capacity on campus.

Comply with time and dress requirements of Atlanta History Center.

Obey all security and safety rules of the institution.

Responsibilities of Your Manager of Volunteer & Intern Services

Ensure all necessary paperwork is completed. Scheduling the Ambassadors activities and training.

Provide you with Atlanta History Center related materials and equipment necessary to perform your duties.

Supervision of the Ambassadors as required.

Program orientation and safety training.

Parking

Access to the Atlanta History Center's parking deck is free for all volunteers and guests. The deck is located near the West Paces Ferry Road and Andrews Drive entrances. Reserved handicapped parking spaces are located at the front entrance to the Atlanta History Center near the West Paces Ferry Road entrance.

If you are volunteering for an evening event, park in the lot designated for the building in which the event will take place. If special parking arrangements have been made for a particular event, you will be notified.

Sign In/Out

All volunteers must sign in and out at their designated location daily. The Volunteer Manager will let you know where the sign-in kiosks are located. This acts as a time record for the Volunteer Manager to document your hours and for safety.

Dress Code

[Special Events \(Non-Family Programs, Lectures, Tours, and Reading Room\)](#)

Attire should be business casual and includes: Neat pants, khakis, or slacks and skirts as well as short-sleeved polo shirts or long-sleeved shirts; however, excludes tennis shoes, tight or short skirts, T-shirts, and sweatshirts.

[Family Programs \(or Behind the Scenes Services\)](#)

Attire can either be business casual or casual attire and includes: Clean jeans, tennis shoes, Staff T-shirts, and sweatshirts.

Reasonable Accommodation and Accessibility for Recipients of Services

Atlanta History Center is committed to the fair and equal opportunities for people with disabilities. Reasonable accommodation is the key to this nondiscrimination policy. It is the policy of Atlanta History Center to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship.

In accordance with the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a position, competing for a position, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.



General Information

In 1926, fourteen civic-minded Atlantans chartered the Atlanta Historical Society to help preserve the city's history. These founding members met at each other's homes, collected early manuscripts and photographs, and published research bulletins—all "to arouse in the citizens and friends of Atlanta an interest in its history."

Over the past 90+ years, the organization has grown substantially in both scope and size, and in 1990, the Atlanta Historical Society and all of its holdings officially became the Atlanta History Center. Now located on 33 acres in historic Buckhead, Atlanta History Center strives to connect people, history, and culture through one of the country's premier History Centers.

Atlanta History Center is a unique campus that houses the Atlanta History Museum, Centennial Olympic Games Museum, Swan House, Smith Family Farm, six historic gardens, and the Kenan Research Center. Atlanta History Center also includes the Margaret Mitchell House, located off-site at our Midtown campus.

Throughout the year, we bring history to life through living history programs, lectures with award-winning authors, toddler programs, homeschool days, school tours, summer camps, music series, annual festivals such as Sheep to Shawl, and much more.

The Atlanta History Museum at Atlanta History Center is one of the largest history museums in the nation, featuring award-winning signature exhibitions that tell the story of the region's people—from its earliest settlers to the international city of today.

Atlanta History Center's property features six historic gardens representing Georgia's distinctive flora, both native and introduced. Each garden tells the story of a particular group of people who interacted with this land and its plants in distinguishable ways.

Atlanta History Center also operates three historic houses, all listed on the National Register of Historic Places. The Smith Family Farm (registered as the Tullie Smith Farm) and the Swan House, both located at our Buckhead campus, take visitors back in time to explore the lifestyles of Atlantans from the 1860s through the 1930s.

Our third historic property, the Margaret Mitchell House, is located on a two-acre site in the heart of Midtown Atlanta. The Margaret Mitchell House is a designated city landmark listed on the National Register of Historic Places, a popular tourist destination, and

home to a variety of author programs. The Margaret Mitchell House features guided tours of the apartment where Margaret Mitchell wrote *Gone With the Wind*, two exhibitions—*The Making of a Film Legend: Gone With the Wind* and *Margaret Mitchell: A Passion for Character*, and the Margaret Mitchell House gift shop. Designed to honor and preserve the legacy of Margaret Mitchell, Margaret Mitchell House hosts regular programs with award-winning authors, as well as annual creative writing classes for adults and youth, and community initiatives that engage younger generations in the process of writing, reading, and reciting literature, such as Poetry Out Loud.

For historians looking to do their own research, the Kenan Research Center at Atlanta History Center is a free public research center offering a multitude of resources for the study of Atlanta and Southern regional history and culture, with dedicated collections on decorative arts, genealogy, military history, and Southern gardens. Copies of historic photographs, prints, maps, and other archival images can be purchased through the Kenan Research Center.

General Admission and Hours of Operation

The all-inclusive general admission allows access to Atlanta History Center—including the Atlanta History Museum, the 1860s Smith Family Farm, the 1920s Swan House, and Goizueta Gardens. General admission is \$21.50 for adults; \$18 for students 13+ and seniors 65+; \$9 for youth 4-12; and free for children 3 and under and Atlanta History Center members.

Atlanta History Center is open Monday–Saturday from 10am–5:30pm and Sunday from 12noon–5:30pm. (Ticket sales stop at 4:30pm daily.) Atlanta History Center is closed on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day. However, it is open on Martin Luther, Jr. King Day, President's Day, Memorial Day, Independence Day, Labor Day, and Columbus Day.

The Kenan Research Center at Atlanta History Center is open Wednesday–Saturday from 10am–5pm. The Research Center is closed Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

The Margaret Mitchell House (Midtown Campus) is open Monday–Saturday from 10am–5:30pm and Sunday from 12pm–5:30pm. Tours are typically offered every half hour with the last tour offered at 4:30pm

daily. Margaret Mitchell House is closed December 24–26 as well as January 1. Margaret Mitchell House is open on Martin Luther King, Jr. Day, President's Day, Memorial Day, Labor Day, and Columbus Day.

Inclement Weather Policy and Procedure

When Atlanta History Center is closed due to inclement weather, the entire facility is closed to both the public and staff. Volunteers and staff are to use their best judgment in determining the potential hazard to their personal being of attempting to come to work during inclement weather. If the History Center remains open but a volunteer is unable to make it, the volunteer should call their supervisor and do not try to come in at the risk of your own safety.

In the event of inclement weather you can call the Employee Weather Hotline after 7am at 404.814.4026 for a general announcement on weather conditions and possible AHC closing or late opening. If the History Center phone system is down or if your phone does not work, please listen to the radio or watch the television if possible to find out about closure. History Center is usually closed when the Atlanta Public Schools are, but it's not a guarantee.

Protective Services
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Monday-Friday
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atlantahistorycenter.com