

# HISTORIC HOUSE VOLUNTEER

Volunteer  
Manual

ATLANTA  
**HISTORY**  
CENTER

# Job Description

## Job Type

Volunteer

## Description

This position presents a unique opportunity for volunteers to help with educating guests and share their love of local history. The Smith Farm and Wood Cabin are home to several demonstration-based activities which show guests what everyday life was like in these locations. This position is great for those volunteers wishing to work more directly with the public and those interested in delivering historical content to guests.

As part of this position volunteers will lead demonstrations and provide historical context for the task being performed. The types of demonstrations available include woodworking, blacksmithing, open-hearth cooking, wool carding, ink making, and pickling. More demonstrations are added each year. Volunteers will learn how to perform these demonstrations and the historical context for each from the historic house interpretation staff.

## Main Duties and Responsibilities

- Understand and embody Atlanta History Center guiding principles and mission.
- Create a welcoming and stimulating environment for guests.
- Provide energetic and meaningful experiences for guests visiting the Smith Farm or Wood Cabin through activity-based programming.
- Facilitate learning with guests of a diverse background.
- Learn and deliver programming in collaboration with the historic house interpretation team.
- Assist AHC on major event days where the Farm or Cabin are being activated for guests.

## Requirements

- High school diploma, with at least some college-level education, considered a plus.
- Experience with classroom instruction and/or leading educational youth programs considered a plus.
- Strong customer service and public speaking skills.
- General understanding of US history and interest in historical interpretation.
- Commitment to work at least two days monthly schedule of 11am-4pm Tuesday-Sunday, with occasional special event availability required.
- Ability to adhere closely to existing historic interpretation and follow AHC guiding principles.

## Background Check Requirements

- Satisfactory criminal background check.

# Position Requirements

This position deals directly with guests and delivers historical interpretation about the houses. It is important that while fulfilling the duties of this role one adheres to Atlanta History Center guidelines. To help facilitate that, this document lists additional requirements one must meet while conducting demonstrations.

## Content Delivery

All interpretation at AHC is reviewed and approved before delivery to guests. It is important that leading demonstrations stay within the confines of approved material. Each demonstration includes a variety of background information on the task being performed. Volunteers in this position will learn this background information and it can be delivered to guests while they observe the demonstration. These demonstrations are not tours so the information is not scripted and instead delivered in an informal question and response format. Despite this more informal delivery method it is still crucial that volunteers do not provide guests with their own interpretation of the past and instead rely upon the information provided by the historic house interpretation team. If there is information that a volunteer would like to include as part of a demonstration, it must be approved by AHC staff. This is not because information outside that provided is inherently wrong, instead it is to ensure that guests receive a consistent experience throughout their time on campus. All interpretation must be approved and vetted for accuracy, guests are putting trust in AHC as an establishment to provide them with fact based and well researched historic interpretation.

## Scheduling

Those volunteering at the houses should be able to commit to volunteering at least two days a month. Volunteers can select any day 11am–4pm Tuesday through Sunday, except for holidays when AHC is closed or holding a special event. For volunteers who are unable to meet that minimum, other opportunities at AHC may present a better fit. After initial training is complete the volunteer will work with the Volunteer Manager (VM) to create a monthly schedule that is maintained in Volgistics and shared with the Historic House Manager (HHM).

## Scheduling Guidelines

- HHM must be on campus and notified when performing any fire related demonstration.
- If there is a need to change selected days after schedule creation contact VM and notify HHM.
- If a volunteer is no longer able consistently maintain a 2 day per month schedule they may transition to a new role.
- If circumstances arise where a volunteer cannot come in on a selected day, email the VM/HHM.
- When arriving for a shift check in with the HHM or the Guest Experience Manager on duty before beginning demonstration.

# Position Requirements

## Clothing & Materials

Volunteers are not required to purchase any specific uniform. However, volunteers must adhere to a dress code when leading a demonstration. Also, volunteers do not need to provide any materials for a demonstration. Materials needed will be provided by AHC. If a volunteer would like to bring in an item of their own to use during a demonstration, they may with HHM approval. Period or reproduction clothing may not be worn. Under no circumstance is a volunteer to portray themselves as a historical character or provide information as if they were a person living in a different time period. Demonstrations at the houses are performed outdoors or over an open fire. Comfortable and durable clothing/footwear are encouraged.

## Dress Code

- All clothing should be clean and in good repair (no rips or large stains).
- No obvious branding outside of AHC branded clothing.
- Tops should be solid color such as blue, black, or grey.
- Bottoms should be a solid color such as tan, grey, black, or blue (jeans with no holes or rips are allowed).
- Closed toed shoes.
- If working outdoors shorts or skirts are allowed. All clothing should be of an appropriate fit and length.
- Long skirts and dresses are discouraged for certain demonstrations due to safety concerns.

## Supervision & Concerns

Volunteers will be supervised by the HHM during demonstration-related duties. Volunteers will undergo regular evaluation. The VM will act as an additional resource for volunteers to help with scheduling. The VM will also act as an additional point of contact should a volunteer have a concern that they do not feel comfortable sharing with the HHM. The VM will manage all regular volunteer duties outside of demonstrations, such as the onboarding process or non-historic house related events.