

**Student  
Manual**

# JUNIOR INTERPRETER PROGRAM

ATLANTA  
**HISTORY**  
CENTER

## Governance

### Mission Statement

The Atlanta History Center through its collections, facilities, programs, exhibitions, and publications preserves and interprets historical subjects pertaining to Atlanta and its environs and presents subjects of interest to Atlanta's diverse audiences.

### Vision Statement

The Atlanta History Center connects people, history, and culture.

## General Information

Atlanta History Center is open Monday–Saturday, 10:00am–5:30pm, and Sunday, noon–5:30pm (Ticket sales end at 4:30pm).

### Closed

- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day

### The Atlanta History Center is open regular hours:

- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

The Kenan Research Center is open Wednesday–Saturday, 10:00am–5:00pm.

## Inclement Weather Policy

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

In the event of inclement weather, call the Employee Weather Hotline after 7:00am at 404.814.4026 for a general announcement on weather conditions and possible History Center 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 if the History Center and/or the Atlanta public school system are closed. The History Center is usually closed when the Atlanta public schools are closed for weather conditions.

## In Case of Any Emergency

Call Protective Services at x4171. They are responsible for dispatching emergency services. Put this number in your cell phone: 404.814.4171

- Swan: Take all guests to the basement.
- Farm: Get to tornado shelter by security.

Call or text Historic House Manager for major house or visitor issues.

## Dress Code

- Shorts or short pants should be no shorter than mid-thigh. Skirts should be knee-length or longer.
- Hiking sandals are permitted, but no flip-flops.
- Shirts should be pressed or not show wrinkles. Collared shirts, such as polos, woven fabric dress shirts, etc, are preferred. NO T-SHIRTS.
- Costumes if you are in character.
- You will be notified of any special event requirements.
- Good hygiene is expected—personal hygiene is often noticed by guests, but missed by us.

## Guest Rules

Interpreters should point out our main rules at the beginning of each tour:

- Please refrain from touching any of the objects behind stanchions.
- No eating.
- Drinks permitted if sealed. No open cans or cups.

If you see a guest disobeying a rule, please politely remind them of the rule.

# Requirements

**Smith Family Farm** opens to JIP interpretation August–May

**Swan House** opens to JIP interpretation March–September

- Research & Development: January and February

There will be no in house interpretation during these months

**Public School Interpreters** must assist with:

- 5 programs/events a year
- 1 weekend a month

**Home Schooled Interpreters** must assist with:

- 5 programs/events a year
- 2 days (during the week) a month

**\*\*5 programs and events a year** pertains to the season in which the historic house is open to JIP interpretation (i.e. Smith Family Farm’s “year” is August–May).

**JIP Monthly Meetings** are the final Tuesday of each month from 5–7p (see calendar). Junior Interpreters may only miss 2 of those meetings a year (if you have extenuating circumstances discuss it with supervisors for approval).

**New Junior Interpreters** will be required to attend mandatory training in October. Trainings will be held every Tuesday in October from 5–7p, which will lead them into their first group JIP meeting (see calendar).

**The October JIP Meeting** (on the final Tuesday in October) is mandatory! Everyone must be present!

# Scheduling Policy

- If a Junior Interpreter does not inform us of the days, you will not be put on the schedule.
- Junior Interpreters will not be allowed to pop in and interpret.
- If a day clears up for you after the schedule is made and you’d like to come in, you must speak with Volunteer Coordinator (if Coordinator is unavailable contact Historic House Manager), and receive approval in order to interpret that day
- If a Junior Interpreter is not on the schedule they will have to wait in the Volunteer Workroom for a parent to pick them up (this will not count toward volunteer hours).

# Participation Policy

- If you fail to reach the requirements you will be placed on a probationary period, in which you have one month to reach the previous month’s requirements and the requirements for that current month (you are expected to interpret at your Historic House four times that month unless otherwise discussed/approved by Volunteer Coordinator).
- If you fail to meet the probationary period requirements, you will be sent a notification that you will be removed from the Junior Interpreter email and essentially the program within 30 days unless an arrangement is made.
- If you are removed from the Junior Interpreter emails, you will have to reapply during the application process in April, in order to be reconsidered for the program.
- Communication is key, if there is steady communication with Volunteer Coordinator, and you receive prearranged approval for any exceptions to these requirements with them, your position should be secured.

**I have read and understand the information outlined in this manual.**

## Junior Interpreter

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

## Parent/ Guardian

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

Atlanta History Center Security  
404.814.4171

Security Emergency Extension  
404.814.4172

Atlanta Fire/Police  
911

Front Desk - Admissions  
404.814.4000

Jessica Vanlanduyt  
(Deputy Mission Officer)  
404.814.4145

Volunteer Services  
Volunteerservices  
@atlantahistorycenter.com  
404.814.4055

Atlanta History Center  
130 West Paces Ferry Rd NW  
Atlanta, GA 30305  
404.814.4000

Monday-Friday  
10am-5:00pm

[atlantahistorycenter.com](http://atlantahistorycenter.com)