



# Heritage Village

A Pinellas County Government Program

## *JUNIOR DOCENT PROGRAM*



*LIVING IT UP IN PINELLAS PAST*

## Meet the Heritage Village Staff

Shake hands and meet the staff.

You will be working directly with:

Paige Noel

Living History Interpreter

727-582-2125

[pnoel@pinellascounty.org](mailto:pnoel@pinellascounty.org)

Others we encourage you to meet:

Operations Manager

Museum Collection Custodian

Ellen Babb

Marcella Piniero

Pinellas County Historical Society Members

Docents, demonstrators, receptionists, volunteers, gift shop staff,

Pin-Mar Antique Car Club (volunteers at the Mercantile Store)

Take time to shake hands, introduce yourself, and meet the folks that provide the services that keep our museum operational. Find out what jobs exist in the museum field at Heritage Village.

The mission statement describes the institution's purpose. It helps guide and direct everything that the staff and volunteers do at that institutions.

### **Heritage Village's Mission Statement**

The mission of Heritage Village is to collect, preserve and interpret the history of Pinellas County with in the context of Florida History.

Welcome to Heritage Village's Junior Docent Program

***LIVING IT UP IN PINELLAS PAST!***

It's as easy as ***See It, Do It, and Share It!***

Your Summer Focus will be:

McMullen Log Cabin

Lowe Barn

Union Academy

Sulphur Springs Depot

Moore Grove House

Boyer Cottage

- **ALL APPLICATION FORMS MUST BE SUBMITTED BEFORE YOU CAN SIGN-UP FOR VOLUNTEER SHIFTS**

- Heritage Village Junior Docent Program Application
- Media Release and Volunteer Commitment
- Pinellas County Volunteer Application
- Parent / Guardian Notarized Permission
- Junior Docent Behavior Creed
- Letter of Recommendation from a teacher
- **All juniors must provide current contact information including parent/guardian name, address, phone, cell, emergency contact and phone and working email**



Let's get started...

## JUNI OR DOCENT PROGRAM

*Living it up in Pinellas Past!*

POPS - Pieces of the Past - Living History Fun Activities

### **McMullen Log Cabin Activities**

(Pioneer Period 1830-1860)

- Wash Day Activities
- Games
- Hand Sewing
- Palmetto Fan Making
- Rope making
- Citrus Sorting
- Woodworking
- Spinning Cotton
- And much more

### **Sulphur Springs Depot Activities**

(Period of Transition 1880-1900)

Can include Early Settlement of Florida - Boom Years - Depression - World War I I

- Codes of the Rails
  - Signal Flags
  - Lanterns
  - Telegraph
- Post cards
- Skits of depot activity
- Selling Tickets
- Loading Luggage
- Checking Tickets
- Making Tickets with Heritage Village logo
- Wig - Wag
- Scheduling Board
- Weights/Scales
- Tools of Railroad Building
- Clearing, shoveling, laying wood and rail
- How to drive a railroad spike
- And much more

### **Lowe Barn**

(Pioneer Period 1830-1860)

- Bartering Vegetables
- Rope making
- Knot-tying
-

## **Lowe Barn (continued)**

- Canning Vegetables
- Cane pole Fishing
- Shoveling and Hauling Manure
- Leather Tack
- Sweeping
- Making split rail fence
- Sugar Cane
- Blacksmithing
- Citrus sorting
- And much more

## **Union Academy**

(Boom, Bust and Depression: 1920 - 1940)

- Sewing Samplers
- Sewing Haversacks
- Alphabet Lessons
- Handwriting
- Quill Pens /Writing a Letter
- Slate Board Writing
- Prose/ Oral Presentations /Verses/Poetry
- And much more

## **Moore Grove House**

(Period of Transition 1880-1900)

- Canning Produce
- Cultivating the soil
- Planting seeds
- Drying Herbs
- Citrus sorting
- Cotton picking
- Housekeeping
- Laundry
- And much more

## **Boyer Cottage**

(Period of Transition 1880-1900)

- Gill Net Making
- Cast net throwing
- Laundry
- Hand sewing
- Net float and lead lines
- And much more

## **Safety Harbor Church**

- Sing songs

# Junior Docent Appearance Guidelines

When you are volunteering at Heritage Village you are representing Heritage Village and Pinellas County to our visitors. It is very important that you maintain a positive and professional appearance while working on site. How you look dramatically affects how visitors interact with you. Visitors are more likely to pay attention and be engaged if you are well dressed and readily identifiable as a Junior Docent at Heritage Village.

## THREE STYLES OF DRESS that are worn while volunteering at Heritage Village -

The volunteer uniform, historic costume clothing and historic period clothes. Until a junior docent can obtain period clothes, they can wear the volunteer uniform. All junior docents must have a watch.

### 1. The Volunteer Uniform:

- White Shirt, Polo or T Shirt, no sleeveless tank tops
- Black or Khaki Bottoms - pants, capris, long skirt. or long shorts.
- Dark, closed-toe shoes  
or sneakers, NO sandals or flip-flops.
- Nametag (worn on the upper right)
- If you have questions, give us a call

### 2. Historic Costume Clothing:

Proper costuming is very important. Remember costumes are not 100% authentic; however, the Docents and Junior Docents strive to create a look representative of the time period and the location in which they will be working. Check thrift stores and ask other Junior Docents for hand-me-downs.

- **Girls:** Should wear a pioneer type blouse with  $\frac{3}{4}$  to full-length sleeves. The skirt should be full-length in a print or solid cotton fabric. A full length-half or bibbed apron, bonnet or straw hat will help to pull the costume together.
- **Boys:** Should wear a cotton shirt with no collar and suspenders. Pants: knickers, black or khaki pants or overalls.
- **Shoes:** No sandals, or flip flops, if you are choosing a costume look complete it with shoes that lace and tie, low heel, closed toe, in a brown or black. Western lacers are also good boots for trampling in the Village.



# Junior Docent Appearance Guidelines

## 3. Historic Period Clothes

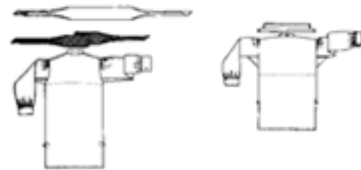
It is important to remember there is a large difference between period clothes and costuming. Theaters use costumes in their stage productions. They need clothes that represent a character that can be changed very quickly between scenes.

Interpretation and Living History have slightly different goals and purposes for clothing. While clothing helps to represent a character (e.g. early 20<sup>th</sup> century, country doctor, mid 19th century pioneer woman); it is also interpreting to our visitors daily life in the past. That includes how people dressed.

Clothing is a vital tool for helping place a character in his or her historical context. What a person wore can tell you gender, class, occupation, race and age and all with a quick glance. People in the past wore their clothes differently than we do today. Often period clothes may seem uncomfortable by modern standards even if they fit well. They force your body to remain in a certain position, which today, (in an age of comfort and casualness) we find unusual and uncomfortable. For example, a women's bustle or a man's stiff celluloid collar were common daily articles of clothing for certain classes of people that we rarely encounter in our daily life. (Unless, of course, you happen to work at a historic site!)

The stories we share at the different buildings at Heritage Village are set in particular time periods. Just as with particular artifacts, styles change over time, sometimes very subtly. As you research, look for local pictures of the time period for ideas. Our library has a photo collection.

Speak with Paige for more information on how to obtain costumes, period clothes and/or patterns. Creating your own handmade period costume would be a terrific project and can be done while volunteering.



# Junior Docent Responsibilities

## Junior Docent Focus

Junior Docents are responsible for providing fifteen-minute tours in each of these seven locations: Think 15 for 15, or fifteen facts = fifteen minutes.

McMullen Log Cabin

Lowe Barn

Moore Grove House

Union Academy

Sulphur Springs Depot

Boyer Cottage

*Safety Harbor Church (NEW)*

You will also be expected to greet visitors, help answer questions, provide directions and general information about Heritage Village to visitors.

## Junior Docent Group Stations

- ♣ Boyer Cottage
- ♣ McMullen Log Cabin
- ♣ Safety Harbor Church (Passport Adventures and *COOL DOWN SPOT*)

## Shift Assignments

- ♣ Junior Docents work in groups, often with other Junior Docents that have already been volunteers and will be very helpful in getting you started - or with the Education Team.
- ♣ Meet with the Education Team after signing in on the computer and on the Junior Docent Daily Log at the reception. They will give you special instructions on visiting groups and POP assignments. The Education Team will help Junior Docents set up needed supplies/equipment prior to shift.
- ♣ Food and drinks are not allowed in any of the buildings. You may, however, bring a container of water with you to your station. If you are going to use the vending machines on site, you must bring your own change, and do so before or after your shift. The receptionist and gift shop do not have change.
- ♣ **It is important that you remain at your assigned station during your work shift.** Please be sure that personal visitors or conversations with other junior docents DO NOT interfere with public tours. You may take a short restroom break if you need one as long as there are no groups scheduled and you let the Education Team know you are leaving your station.
- ♣ While you are working your volunteer shift turn cell phones and pagers to silent mode.

## Safety

### Check your building for safety hazards

Watch for trip hazards. Make sure all tools and equipment are clear of walking paths and routes. Report any safety hazard you cannot take care of yourself to the Education Team immediately. They will contact the Village Crew to take care of the problem.

### Know your environment

- ♣ Heritage Village is a museum, both indoors and outdoors. The park has many naturally occurring animals, insects, reptiles and weather conditions. Please be aware of your environment, use good judgment and report any unusual situations to the education staff.

# Tour Procedures and Tips

## Know Your Audience

The Junior Docent audience consists of:

- ♣ **Groups of children** that visit the Village during the summer. These groups are mixed ages usually from area recreational centers, learning centers, private schools, church groups, home schooling groups, boy scouts, girl scouts.
- ♣ **General public** including families, seniors, people with disabilities, local residents, tourists, foreign speaking visitors, etc.

## Welcome your guests/visitors.

When visitors arrive, stand (if you are sitting), welcome them to your building, introduce yourself, and tell them you are a volunteer junior docent.

If others arrive after your first greeting, include them with a welcoming comment, and continue your program. If after your 15 minutes you want to address the newcomers you may share with them additional information.

## Know your facts - 15 for 15

- ♣ 15-minute tour/15 facts. You can use index cards for quick reference. Read your material often. Not every tour has to be the same. Change it and continue to make it better. You may also adjust your tour to meet the needs of your audience, by shortening or lengthening given your audience's interest and/or time requirements.
- ♣ Junior Docents will receive instructions on how to demonstrate POP activities at the beginning of your shift. All activities have safety procedures that require good judgment and common sense. Junior Docents are responsible for guiding, participating and sharing activities in a safe manner, while encouraging safe involvement by visitors. If a Junior Docent feels that they need assistance with a group, the Education Staff will provide assistance.

## Security

If you are leading a tour through a building stay with the group to control traffic and help prevent injury or theft.

After welcoming a group of guests that wishes to explore the building on their own, be available to answer any questions they may have. Just as with tour groups, by being close to the guests you will be able to monitor the space to prevent injury and theft.

You are allowed in the roped-off sections of the buildings, but visitors ARE NOT.

Do not handle artifacts. The Ed Team will show you the proper way to handle artifacts; you must wear gloves and treat them very carefully. **DO NOT ALLOW GUESTS TO HANDLE ARTIFACTS.** Your POP activities include objects from the Education Collection. These objects are "user friendly".

## Dealing with slow time.

- ♣ There will be times when you do not have any guests visiting your station. During these times you are encouraged to work on your activities, practice historic skills; prepare projects for the summer program, such as quill pen writing and palmetto fan weaving. Most importantly, check with the Ed Team. Let them help you put your ideas into action. A summer sewing project is a good thing to bring with you such as: a haversack, an apron, or other costuming items. Ask - we have patterns and ideas.

**CELL PHONES, Radios, CD players, battery powered TVs, hand held computer games, etc. are not allowed!**

# Heritage Village Junior Docent Procedures

## Volunteer Check in:

Every volunteer checks in and out on the computer. It is very important that you sign in and out in order to keep track of your volunteer hours. Your hours must be documented in order to receive awards, recognition pins and ribbons. Paperwork for Bright Futures must be submitted with your school before hours will start to accumulate. Checking in properly will secure an accurate calculation of your volunteer hours.

You must also record your time in and out on the **Junior Docent Daily Log**, located in the Blue Room next to the computer. This sign in and out process helps staff know when you are on or off the site.

Junior Docent minimum Volunteer Commitment is six hours (two shifts) per month, and at least three special events during the school year. Most juniors far exceed this minimum.

## Current Volunteer Shift:

- ♣ **Morning Shift 9:45 a.m. - 1 p.m.**

## Morning Shift Check-In Procedures

- ♣ Arrive a few minutes early to check in and get your assignments
- ♣ Sign in on the computer and the Junior Docent Daily Log in the Blue Room/Museum area.
- ♣ Check in with an Education Team member to receive instructions and information on the day's activities and groups.
- ♣ Set up a POPs or living history materials for the building where you will be working that day.
- ♣ Synchronize your watch with the museum wall clock.
- ♣ Do a quick walk through of your assigned building to make sure everything is in order.
- ♣ Be ready to begin your program promptly.

## Morning End of Shift Procedures

- ♣ Report any problems, needed materials, or repairs needed to an Ed Team staff member.
- ♣ If there is not an afternoon shift replacing you, put away living history supplies.
- ♣ Sign out on the computer and the Junior Docent Daily Log.

# Heritage Village Junior Docent Procedures

## Scheduling Changes - Keep Us Informed!

If you discover that you will not be able to work a shift or you have a scheduling change please contact **Paige Noel 582-2125**. If you are calling during operating hours and can't reach the Ed team and you need to speak with someone right away, call the **receptionist at 582-2123 and push 0** she will get a message to us.

Two "no show" absences can result in termination from the Junior Docent program.

## Volunteer Recognition

### Hourly Ribbons

As part of the volunteer uniform all volunteers will receive a white nametag with the Heritage Village logo. When a volunteer reaches 350 hours of service they will receive a black ribbon that attaches to the nametag. This ribbon will have 350 Hours printed in silver on it.

Volunteer hours are tracked in increments of 350 hours (350, 700, 1050, etc.). Every time a volunteer reaches the next level of hours they will receive a new ribbon with the new hourly level printed on it. Hourly figures will be compiled yearly to December 31<sup>st</sup>.

### Yearly Pins

Pinellas County recognizes volunteer service to the county with yearly pins. Volunteers will receive pins for 1, 5, 10, 15, etc. years of active service. They will receive a letter informing them of their award. Once notified, volunteers can pick up the pin from Heritage Village Volunteer Site Coordinator. Volunteers will receive the pins the quarter following their anniversary month. If they have not yet reached 350 hours of volunteer service by their first year anniversary, the volunteer will receive a plain black ribbon to attach their pin.

## Volunteer Recognition Events

At the end of the summer Pinellas County Historical Society and staff host an Award Ceremony for the Junior Docents. This provides the Village an opportunity to officially thank the Junior Docents for their hard work throughout the summer. Junior Docents can participate by being on the planning committee for the Junior Docent End of Summer Party. Ask Paige Noel for more info.

In addition, there are other annual volunteer events where the Heritage Village staff, the Pinellas County Historical Society and the County takes time to recognize and thank the volunteers at Heritage Village for their efforts. All junior docents are welcome to attend all meetings. See our monthly newsletter for more information.

## Special Events Procedures for Juniors

Junior Docents are asked to **attend at least three special events** during the school year; of course **you are invited to join us for every event!** Thanks in advance for the much-needed support you provide for our visitors and staff during these heavy visitation events. Please take a moment to review the following procedures for presenting Open-House presentations during our events. If you have any questions or suggestions please contact Paige Noel @ 582-2125 or drop by the Education Team offices in the museum.

### Why?

- ♣ During our special events, we need to staff the buildings differently than we do on a regular day. With heavy visitation, it becomes impossible to accommodate all of the visitors by running regular half hour tours. In order to provide for the increased visitation and protect the buildings and their furnishings, we need to staff Seven Gables, Plant-Sumner, the Mercantile Store and Walsingham, in an open-house manner. During open house formats, there is not a guided tour, but rather greet, introduce, invite conversation and questions.

### When?

- ♣ Special events will be announced in the Calendar of Events.

### Who?

- ♣ Each building will have 2-5 docents assigned to it depending on the festival.
- ♣ These volunteers will be a mix of our regular docents, junior docents and special event volunteers.

### How?

- ♣ One of the volunteers is stationed at the door of the building. This volunteer will be responsible for providing a short orientation to the guests before they begin their exploration of the building.
- ♣ The rest of the volunteers need to position themselves in the various other rooms or halls that will allow for convenient traffic flow and security. As guests enter the room, offer a friendly greeting and a brief description or relevant story that may spark an interest and invite questions.
- ♣ Allow the guests to move through the open areas at their own pace.
- ♣ The main entrance and exit doors to the buildings are left unlocked to accommodate the flow of guests through the house.
- ♣ Though unlocked, the doors need to remain closed as much as possible to maintain the climate control protection of the house collections.
- ♣ The upstairs of the House of Seven Gables and the Plant Sumner House are closed off for most events. Some events and increased docent staffing may allow for the upstairs to be included in the open house. Staff from the Education Team will meet with the docents at each event to discuss the plan of the day and determine upstairs tour options.

When scheduling for festivals all Junior are asked to confirm their schedule by the Thursday prior to the event. Shift assignments are given at check in. Juniors are expected to stay in assigned areas during their festival shift. Always notify an adult at your location if you must leave for a bathroom break (10 min). Parent drop off and pick up is located in the museum breezeway at Gate 1. Juniors are asked to report directly to that location to sign in and out. Juniors may enjoy the festival once they are checked out with their parents.

## Heritage Village's Junior Docent Program

### ***LIVING IT UP IN PINELLAS PAST!***

It is as easy as ***See It, Do It, and Share It!***

#### **Step One: See It:**

- ⦿ Attend Orientation:
- ⦿ Take a walking tour of Heritage Village
- ⦿ Take a stroll around the Botanical Gardens
- ⦿ Submit all forms
- ⦿ Sign up for volunteer shifts
- ⦿ **Parents please bring a calendar for confirming your child's volunteer shift assignments**

#### **Step Two: Do It:**

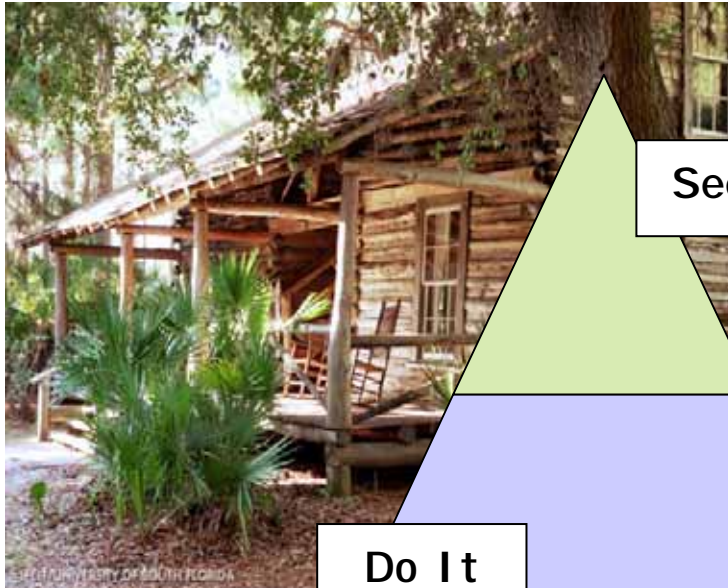
- ⦿ Shadow and train with the Education Team and experienced Junior Docents. Dig into hands-on living history activities while you learn how to provide a tour by doing a POP (Piece of the Past) in each of your focus locations.
- ⦿ Participate in Passport Adventures in History

#### **Step Three: SHARE IT!**

- ⦿ Complete your Challenge Checklist
- ⦿ Start leading your own tours with the help of other Junior Docents and the Education team

...Now you are ready to POP into Pinellas Past!

Heritage Village's Junior Docent Program  
*LIVING IT UP IN PINELLAS PAST!*  
It's as Easy as  
**See It, Do It, Share It!**



See It



Do It

Share It!



*Living it up in Pinellas Past!*

Junior Docent Summer Challenge Checklist

SEE: [http://www.pinellascounty.org/Plan/pdf\\_files/PCHB.pdf](http://www.pinellascounty.org/Plan/pdf_files/PCHB.pdf)

This is the your best reference for Pinellas County Historical Background

Junior Docent Checklist	Date	Signature
<b>McMullen Log Cabin</b>		
♣ Read PCHB* (Pioneer Period 1830-1860)		
♣ Read Heritage Village Fact Sheet:		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
♣ <b>NEW: SEE PASSPORT ADVENTURES</b>		
<b>Lowe Barn</b>		
♣ Read PCHB (Pioneer Period 1830-1860)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
<b>Sulphur Springs Depot</b>		
♣ Read PCHB(Period of Transition 1880-1900)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
<b>Union Academy</b>		
♣ Read PCHB (Boom, Bust and Depression 1920 - 1940)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
<b>Moore Grove House</b>		
♣ Read PCHB (Period of Transition 1880-1900)		
♣ Read Heritage Village Fact Sheet:		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		

Junior Docent Checklist	Date	Signature
<b>Boyer Cottage</b>		
♣ Read PCHB (Period of Transition 1880-1900)		
♣ Read Heritage Village Fact Sheet:		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
♣ <b>NEW: SEE PASSPORT ADVENTURES</b>		
<b>Plant Sumner</b>		
♣ Read PCHB (Period of Transition 1880-1900) and The Early Twentieth Century 1900-1920)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
<b>Seven Gables</b>		
♣ Read PCHB (Early Twentieth Century 1900-1920)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Do an Activity or POP- Pieces of the Past		
♣ Share your program		
<b>New This Year!! PASSPORT ADVENTURES</b>		
♣ McMullen Log Cabin and POP		
♣ Boyer Cottage and POP		
♣ Safety Harbor Church and SONGS		
♣ Bail the Boat Game		
♣ Games		
♣ Craft		
<b>SIGN UP TODAY!!!!</b>		

**NEW THIS YEAR:**  
**Junior Docents take a lead role in offering**  
**tours, POPs, games, crafts and song**  
**See what's in store when you go on a**  
**Passport Adventure**