

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:

Tamisan Latherow-Soto, Junior Docent Lead

Paige Noel, Project Management Specialist 1

727-582-2125

pnoel@pinellascounty.org

Others we encourage you to meet:

- Operations Manager Ellen Babb
- Museum Specialist Patricia Landon
- Curator of Collections Heather Culligan
- Pinellas County Historical Society Members
- Docents, demonstrators, receptionists, volunteers, gift shop staff, and 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 the institution.

Heritage Village's Mission Statement

The mission of Heritage Village is to collect, preserve and interpret the history of Pinellas County within 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
Harris School
Lowe Barn/Fire House
Moore Grove House

Plant-Sumner House
Union Academy
Sponge Warehouse
Sulphur Springs Depot

- **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, home phone, cell, emergency contact, phone and working email**



Let's get started...

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 are three choices for your uniform. Until a junior docent can obtain period clothes, they can wear the volunteer uniform. All junior docents must have a watch. Do not rely on your cell phone for a watch, all cell phones are turned in before your shift and kept at the museum.

1. The Volunteer Uniform:

- VIP Shirt, White Shirt, Polo or T Shirt, no sleeveless tank tops
- Black or Khaki Bottoms - pants, capris, long skirt or long shorts (no short-shorts or spandex).
- 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, and 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 tramping through the Village. Make sure you wear socks that come up over the ankle.



Junior Docent Appearance Guidelines

3. Historic Period Clothes

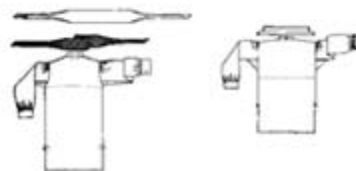
It is important to remember there is a large difference between period clothes and costuming. Theaters use costumes in their stage productions. They need clothes that represent a character that can be changed very quickly between scenes.

Interpretation and Living History have slightly different goals and purposes for clothing. While clothing helps to represent a character (e.g. early 20th 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 their gender, class, occupation, race and age, 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 and Group Stations (Passport Adventures in History!)

- | | |
|------------------------|-------------------------|
| ♣ McMullen Log Cabin | ♠ Plant-Sumner House |
| ♣ Harris School | ♠ Sulphur Springs Depot |
| ♣ Lowe Barn/Fire House | ♠ Union Academy |
| ♣ Moore Grove House | ♠ Sponge Warehouse |

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

START with McMullen Log Cabin, Harris School, Lowe Barn, & Moore Grove House
for **Passport Adventures in History!**

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

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. 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. Once your shift is over you will meet with the Education Team to review the day and then clock out. Once you have signed out you **must** leave the site. You may wait in the vestibule at the front of the museum for your ride. If you want to stay later, you must have a parent or guardian accompany you.
- ♣ **NEW THIS YEAR! While you are working your volunteer shift turn your cell phones to silent mode and turn in to Paige to be held at the museum until your shift is over.**

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.
- 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. Bring an umbrella or rain coat/parka with you each day.

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 and/or girl scouts. School children can run the gamut from early elementary to middle school, you will need to be flexible enough to 'up your game' and provide information suitable for grade level.
- **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 EnterAction 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. DO NOT ALLOW GUESTS TO HANDLE ARTIFACTS.** Your EnterAction 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, or prepare for the Passport Adventures program; most importantly, check with Tamisan and ask if you can help. A summer sewing project is a good thing to bring with you, project ideas can include: a haversack, an apron, or other costuming items. ***New this year, bring a part of your History Fair Project to work on in your down time.***
- **CELL PHONES, Radios, CD players, battery powered TVs, hand held computer games, etc. ARE NOT ALLOWED! PLEASE LEAVE YOUR CELL PHONE WITH PAIGE AT THE MUSEUM.**

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 special events during the school year. Most juniors far exceed this minimum.

Current Volunteer Shift: *NEW HOURS!*

- Morning 9:00 a.m. - 1 p.m.

Morning 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. (Pinellas Room)
- Set up EnterAction Stations or activity 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.

Afternoon Check-Out Procedures

- Report any problems, needed materials, or repairs needed to an Ed Team staff member. (Pinellas Room)
- Clean up and organize EnterAction Stations.
- Sign out on the computer and the Junior Docent Daily Log.

Afternoon Classes

- Classes run from 1pm-3pm and are available on Wednesday, Thursday, and Friday to the first six Juniors that sign-up. They cover Living History, Woodworking, and Quilting.
- Do not sign out of the volunteer computer if you signed up for a class. Sign out only when the class is over at 3pm.
- You must inform the Education Team one week before your class if you need to cancel. The teachers need to know so they can keep track of projects.
- Juniors are not allowed to leave the class early. Once class is over, you must follow the same rules as the regular end of day procedures.

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 **Tamisan Latherow-Soto** or **Paige Noel** at **727-582-2125**. 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 727-582-2123 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 and Yearly Pins

As part of the volunteer uniform all volunteers will receive a white nametag with the Pinellas County logo. When a volunteer reaches one year they will receive a black ribbon that attaches to the nametag and a gold one year pin.

Volunteer hours are also awarded 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 in December and awarded in March/April.

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 an email informing them of their award. Once notified, volunteers attend an award ceremony to be acknowledged for their service. Announcements for award ceremonies will be sent by email.

Volunteer Recognition Events

There are annual volunteer events where Heritage Village staff, the Pinellas County Historical Society and Pinellas County take time to recognize and thank all volunteers at Heritage Village for their efforts. All junior docents are encouraged to attend these celebrations. See our Calendar of Events or current email notices for more information.

Special Events Procedures for Juniors

Junior Docents are asked to attend 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 tours 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.
- The doors need to remain **CLOSED** 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. 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 Juniors are asked to confirm their schedule by the Thursday prior to the event. Shift assignments and Safety Checks are given before you start your shift. 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 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 (If you missed this you must make an appointment for an interview with Paige Noel, 727-582-2125. A parent must attend.)
- 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:

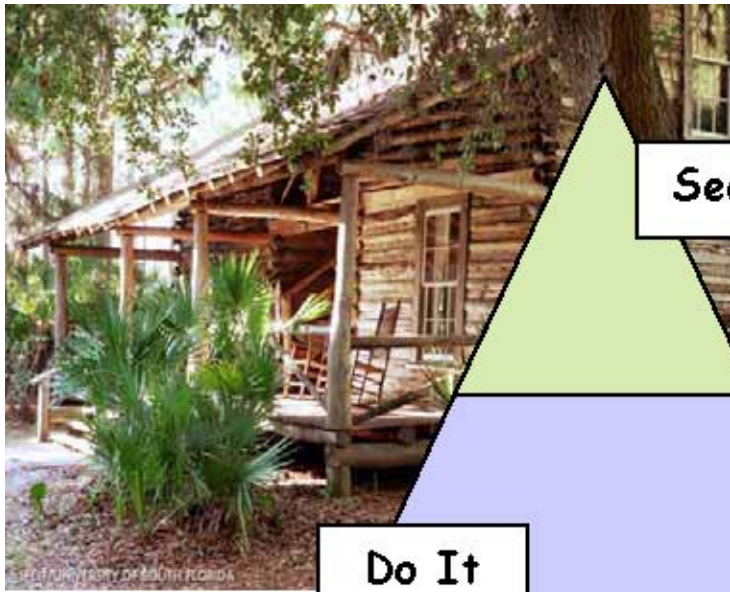
- Shadow and train with the Education Team and experienced Junior Docents. Participate in history activities while you learn how to provide a tour by doing EnterAction Stations in each of your locations.
- Participate in **Passport Adventures in History!** this summer.

Step Three: SHARE IT!

- Complete your Challenge Checklist.
- **BE A LEADER!** When you are ready, you can provide tours with the help of other Junior Docents and the Education team.

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

Living it up in Pinellas Past!



See It

Do It



Share
It!



Junior Docent Summer Challenge Checklist

SEE: <http://www.pinellascounty.org/historic/historic-background.htm>

This is the your best reference for Pinellas County Historical Background

Print and keep a copy of your progress

Junior Docent Checklist (POP2)	Date	Signature
McMullen Log Cabin		
♣ Read PCHB* (Pioneer Period 1830-1860)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Lowe Barn/Fire House		
♣ Read PCHB (Pioneer Period 1830-1860)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Moore Grove House		
♣ Read PCHB (Period of Transition 1880-1900)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Harris School		
♣ Read PCHB (The Early Twentieth Century: 1900-1920)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
PASSPORT ADVENTURES in HISTORY!		
♣ McMullen Log Cabin and Scrubbing Laundry		
♣ Lowe Barn and Hitching a Cow		
♣ Moore House and the Garden		
♣ Harris School and Artifacts		

Junior Docent Checklist (POP1)	Date	Signature
Sulphur Springs Depot		
♣ Read PCHB (Period of Transition 1880-1900)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Union Academy		
♣ Read PCHB (Boom, Bust and Depression 1920 - 1940)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Plant-Sumner House		
♣ Read PCHB (Period of Transition 1880-1900 & The Early Twentieth Century 1900-1920)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
Seven Gables*		
♣ Read PCHB (Early Twentieth Century 1900-1920)		
♣ Read Heritage Village Fact Sheet		
♣ Prepare your outline (15 for 15)		
♣ Share your program		
PASSPORT ADVENTURES in HISTORY!		
♣ Sponge Warehouse and "Sharpie"		
♣ Plant-Sumner House & "Welcome to the Parlor"		
♣ Sulphur Depot and "Orange Crate Loading"		
♣ Union Academy and Sugar Cane Mill		
♣ Games ~ Jump rope and Hoops		
SIGN UP TODAY!!!!		

Juniors are invited to attend afternoon craft classes from 1 p.m. - 3 p.m.

*Wednesday is Living History;
Thursday is woodworking; Friday is quilting*