

**Application  
Packet**

# JUNIOR INTERPRETERS PROGRAM



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

Hours  
Monday-Saturday  
10am-5:30pm  
Sunday  
12-5:00pm

# Junior Interpreter Program Application (1/2)

## Student Information

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Today's Date

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Student Name

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Pronouns

Age

Date of Birth

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Student Address | City | State | Zip

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Phone | Email

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School Currently Attending

Grade Level (current)

## Parent Information

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Parent Name

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Address | City | State | Zip

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Phone | Email

## Academic Reference

Please include the attached Reference Form with a letter of recommendation.

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Reference Name

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Address | City | State | Zip

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Phone | Email

## Emergency Contact

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Name

Relationship to Student

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Address | City | State | Zip

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Phone | Email

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# Junior Interpreter Program Application (2/2)

## Essay Questions

Please answer each of the following questions, using complete sentences, on a separate sheet.

- Choose three (3) responsibilities from the Junior Interpreter program's description and explain why you are well-suited to each.

Junior Interpreters are unpaid volunteers that assist with the implementation of living history interpretation and related activities during daily operations and programs at the AHC's historic houses. General duties include attending monthly meetings to discuss regional and/or national historical events and trends, accruing a minimum of 50 community service hours through outreach opportunities and AHC events, educating museum patrons with historical skills demonstrations, and helping to decorate the AHC facilities for seasonal public programming (ex. Haunted Halloween).

- Describe a time you performed an act of service, taught someone a new skill, or led by example.

Please list any relevant accessibility needs (ex. allergies, medications, regular food breaks to maintain blood sugar, consistent access to an elevator or ramp, preference for printed instructions, inability to stand for long periods).

## Deadline: March 16th, 2020

## Personal Statement

Please tell us about yourself in an attached personal statement that is 500 words or less. When writing your personal statement, you may find it helpful to consider the following questions:

- What makes you unique?
- What interests you about the field of work/study for which you are applying and how did you learn about it?
- What are your career goals?
- Why should you be chosen above the other candidates?

## Junior Interpreters expectations Sept. 1st

As a Junior Interpreter, students will assist with the implementation of living history interpretation and related activities during daily operations and programs at the historic house. Junior Interpreters should be comfortable with public speaking, interacting with the public, be outgoing, flexible, and are eager to learn. During May through September, the Junior Interpreters will spend two days a month at the historic houses and present informative content to varied audiences using interpretive techniques that they will be trained. During the months of October through March, Junior Interpreters will spend one day a month at the historic houses and also commit time to a research project. Throughout this time Junior Interpreters will be taught best research practices and given materials and opportunities to research a topic of their choice. There will be one scheduled mandatory off-site research date. Junior Interpreters will present their research in March.

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Student Signature

Date

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Parent/Guardian Signature

Date

[Atlanta History Center](#)

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# Junior Interpreter Program Frequently Asked Questions

## **What is the Junior Interpreter program?**

This program provides peer interpreters for our younger guests to illustrate life for young people in the past and provide educational experience for our Junior Interpreters via demonstrations, research methods classes, and hands on experience.

## **Who supervises, communicates, schedules, and trains the Junior Interpreters?**

Because we are an indoor/outdoor hands-on environment of a living history site, we provide constant adult supervision by our staff. Junior Interpreters submit their monthly house dates the month prior so that supervisors know when they are on campus. Each volunteer shift is 3 hours (10:30am-1:30pm and/or 1-4pm).

## **What kind of jobs do they do?**

Our Junior Interpreters take part in living history demonstrations; they also provide hands-on activities for young visitors daily and at our special events.

## **What age range do you consider?**

The program is open to participants in 6th-12th grade who are least 12 years of age.

## **How do you select your participants?**

We require a written application, a face-to-face interview, letter of recommendation, and essay questions. The interview consists of questions, an interpretive exercise, and a written self assessment.

## **If you wish to retain your Junior Interpreters over time, how do you provide for advancement within the program?**

We look at our Junior Interpreters as potential future adult volunteers and employees; by investing in this program, we hope to retain them. As Junior Interpreters grow older, we provide different levels of skill sets within the program that they can aspire to and help keep them engaged.

## **How long does the program last?**

The program runs April to April. There is a mandatory April orientation and two training days on interpretation skills in May (required to attend at least one). The program days for the Smith Family Farm are Fridays, Sundays, and Mondays. Program days for the Swan House are Fridays, Saturdays, and Sundays. There are required monthly meetings (with flexibility in June/July).

## **How often do they volunteer?**

Junior Interpreters must volunteer for 5 programs or events per year (such as Haunted Halloween, Dias de los Muertos, Candle Light Nights, MLK Day, etc.). Volunteering for a program replaces a house day for that month. From May through September, Junior Interpreters volunteer at the historic houses twice a month practicing interpretations. From October to March, Junior Interpreters volunteer once a month at the Historic Houses and dedicate the remainder of their time to research for their colloquia project. Junior Interpreters are also expected to attend monthly meetings. The month meetings go over research and interpretation methods and are meant to prepare Junior Interpreters for the research presentation in March.

## **Who should I contact if I am interested in this program or want more information?**

Volunteer Services

404.814.4053

[volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com)

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# Junior Interpreter Program Reference Form

Applicant's Name

Thank you for writing a reference letter for the Atlanta History Center's Junior Interpretation Program. The Junior Interpretation Program allows for students in 6th-12th grade to volunteer as first and third person interpreters, in period costume at one of the historic houses at Atlanta History Center. The program will focus on skill-based crafts as well as interaction and engagement with children and families who visit the Smith Family Farm and the Swan House. Please rate the applicant on the following characteristics. Ratings should be on a scale of 1 to 5 with 1 being weak and 5 strong. If you have not observed the characteristic, please write UK (unknown).

CHARACTERISTIC	RATING
Friendly and outgoing (willing to talk to new people)	
Positive attitude (cheerful about assigned tasks and challenging situations)	
Articulate (able to express him/herself verbally)	
Team player (willing to work together and share limelight)	
Dependable (arrives on time; honors commitments)	
Responsible (follows directions; arrives prepared)	
Independent (uses good judgment; can stay on task without constant supervision)	
Work ethic (works hard; produces quality work)	
Likes the outdoors	
Enjoys working with other people	
Desire and ability to learn/share historical knowledge and skills	

Print Name

Signature

Date

## Guidelines for Writing a Letter of Reference

Please provide a thoughtful evaluation of the applicant's qualifications. Keep in mind that this program is designed for youth to participate without direct parent supervision. Be sure to tell us how long you've known the applicant.

Space in the program is limited, so the application process is competitive. Please understand that we cannot accept all applicants into the program. In addition to the letter of reference, applicants are required to submit a completed application and come in for an interview.

## Please attach your letter of reference to this form and mail to

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