

HISTORIC JEFFERSON COLLEGE, WASHINGTON

Volunteer Demonstrator

Purpose:

To conduct on-site demonstrations consistent with the interpretation of Historic Jefferson College (HJC)

Responsibilities:

Demonstrate crafts and activities relevant to HJC time period (*e.g.* quilt making, basket making, candle making, wood working, cooking and musical demonstrations)

Provide instruction and information to the public

May be asked to wear period dress

Assist with production of educational materials related to demonstration

Qualifications:

Proficiency, skill, and knowledge of the craft or activity being demonstrated

Flexibility regarding presentations, situations, and surroundings

Ability to relate well to all ages, backgrounds, and educational levels

Good disposition and enjoys working with the public

Requirements:

Successfully complete training

Dependability

Time Commitment:

Twelve (12) hours of volunteer service per year at HJC are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering for the second-oldest state archives and history department in the United States

Continuing education

Documented volunteer service for work or school credit

A 15% discount at Historic Jefferson College and Grand Village gift shops

All training and training-related materials provided by HJC

Volunteer appreciation activities provided by the HJC and MDAH

Reports to:

Historic Jefferson College Historian

HISTORIC JEFFERSON COLLEGE, NATCHEZ

Volunteer Docent

Purpose:

To conduct on-site and outreach (schools, clubs, camps, special events) programs geared for targeted groups in order to further the mission of Historic Jefferson College (HJC)

Responsibilities:

Assist the HJC staff with preparing and conducting outreach programs

Present the desired program at assigned lecture site, school, club, event or on-site program

Return to the HJC office in a timely manner props or materials used in the presentation

Qualifications:

Knowledge of the subject being presented — Mississippi territorial period and/or natural history

Flexibility regarding presentations, situations, and surroundings

Ability to relate well to all ages, backgrounds, and educational levels

Requirements:

Able to successfully complete training and continuing education sessions provided by staff

Able to work well with HJC staff to attain working knowledge of assigned program

Provide proof of valid driver's license for off-site events

Provide proof of current personal automobile liability insurance coverage for off-site events

Time Commitment:

Twelve (12) hours of volunteer service per year at HJC are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering for the second-oldest state archives and history department in the United States

Continuing education

Documented volunteer service for work or school credit

A 15% discount at Historic Jefferson College and Grand Village gift shops

All training and training-related materials provided by HJC

Volunteer appreciation activities provided by the HJC and MDAH

Reports to:

Historic Jefferson College Branch Director or Historian

HISTORIC JEFFERSON COLLEGE, NATCHEZ

Volunteer Period Dress Interpreter

Purpose:

To provide visitors with information that will enrich their visit to Historic Jefferson College (HJC) by restaging a historical event or portraying a person or a prototypical event/person. These interpretations shall educate the public about the first educational institution and the territorial history of Mississippi.

Responsibilities:

Research and conduct living history interpretation in period dress
Employ storytelling, demonstration techniques, and discussion
Encourage interaction with audience

Qualifications:

Knowledge of subject matter and experience with living history
Ability to convey knowledge in an interesting manner
Agreeable personality
Ability to relate well to people of all ages, backgrounds, and educational levels

Requirements:

Successfully complete training
Dependability

Time Commitment:

Twelve (12) hours of volunteer service per year at HJC are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering for the second-oldest state archives and history department in the United States
Continuing education
Documented volunteer service for work or school credit
A 15% discount at Historic Jefferson College and Grand Village gift shops
All training and training-related materials provided by HJC
Volunteer appreciation activities provided by HJC and MDAH

Reports to:

Historic Jefferson College Historian

HISTORIC JEFFERSON COLLEGE, NATCHEZ

Special Events Volunteer

Purpose:

Assist the Historic Jefferson College (HJC) staff with events such as *Pioneer Week*, dedications, announcements, ceremonies, workshops, lectures, seminars, celebrations, festivals, and any other programs sponsored by the Mississippi Department of Archives and History

Responsibilities:

Assist HJC staff in preparing for an event by decorating, setting up chairs, and various other tasks

Assist with crowd control, greeting, handing out materials, answering questions, serving refreshments, receptions, staffing booths at events

Qualifications:

Ability to work well with large groups of people of all ages

Pleasant disposition

Good judgment when working with visitors

Ability to perform well under time constraints and physical demands

Ability to lift objects weighing up to 25 lbs.

Requirements:

Successfully complete training

Knowledge of HJC policies and procedures

Dependability

Time Commitment:

Twelve (12) hours of volunteer service per year at HJC are required to remain on the active volunteer list

Opportunities for participation in evening and weekend programs

Benefits:

The satisfaction of volunteering for the second-oldest state archives and history department in the United States

Continuing education

Documented volunteer service for work or school credit

A 15% discount at Historic Jefferson College and Grand Village gift shops

All training and training-related materials provided by HJC

Volunteer appreciation activities provided by HJC and MDAH

Reports to:

Historic Jefferson College Branch Director or Historian

HISTORIC JEFFERSON COLLEGE, NATCHEZ

Volunteer Interpreter

Purpose:

To provide visitors from other cultures with information that will enrich their visit to Historic Jefferson College (HJC). This information shall educate the public about the first educational institution in Mississippi.

Responsibilities:

Assist HJC staff by serving as an interpreter

Assist HJC staff by:

- greeting and signing in the group
- escorting the group to the area where the tour will begin
- conducting a very brief overview of the site
- explaining the HJC guidelines to the group
- being available for questions until visitors leave

Qualifications:

Ability to interpret from English into foreign language requested

Ability to convey information in an interesting manner

Agreeable personality

Ability to relate well to people of all ages, backgrounds, and educational levels

Requirements:

Successfully complete training

Dependability

Time Commitment:

Twelve (12) hours of volunteer service per year at HJC are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering for the second-oldest state archives and history department in the United States

Continuing education

Documented volunteer service for work or school credit

A 15% discount at Historic Jefferson College and Grand Village gift shops

All training and training-related materials provided by HJC

Volunteer appreciation activities provided by HJC and MDAH

Reports to:

Historic Jefferson College Historian