Apprentice Facilitator Application FAQs

What is an Apprentice Facilitator?

Apprentice Facilitators are part of a summer-long college preparatory volunteer program that lets Future Historians take the reins and bring history to life for our guests.

After a four-day History Boot Camp in June (focusing on Historic Thinking Skills, content training, and facilitation skills) Apprentice Facilitators work across Old World Wisconsin as part of our Guest Experience Team. In addition to interacting with guests on a daily basis and bringing our historic spaces to life for the public, they are provided with career development in the form of lunches with professional staff, training in historic skills, tours of museum collections, and the ability to participate in staff professional development.

What are the benefits?

- First-hand experience working in a living history museum setting, which will be valuable for future resumes and job applications
- Experience and education in how to communicate information in fun and creative ways
- Behind the scenes tours of the site and museum collections
- Access to professional museum staff, and training materials
- Opportunity to wear historic clothing and use historical materials to tell stories
- New experiences that cannot be replicated in the classroom

Plus, Old World Wisconsin is happy to work with Apprentice Facilitators to align their work with school or community service requirements. Upon successful completion of the program Apprentices will be provided with a letter recognizing their commitment to Wisconsin History for use in future applications and education endeavors.

What is the Commitment?

Apprentice Facilitators will be a part of the Old World Wisconsin team for the entire 2020 Season. After a required four-day History Boot Camp (June 17-20), Apprentice Facilitators will volunteer at least 12 days between June 21 and October 11, plus 1 of 3 Special Event days. Apprentices may work between one and three days a week (Friday, Saturday and/or Sunday), 9:30 am to 5:30 pm. Full days are required.

How do I apply for the 2020 Summer Apprentice Facilitator Program?

Read everything in this packet carefully then fill out the Apprentice Facilitator Application & WHS Volunteer Agreement on the following pages.

Fill out the out Facilitator Application on the following page. Make sure to include your essay question responses on a single, separate page. Staple everything together and drop off, mail or email them to Old World Wisconsin. They must be received before 4 pm on March 30, 2020.

Apprentice Facilitator, Old World Wisconsin
Use the following information to complete the WHS Application Form:

- Volunteer position Title: Apprentice Facilitator
- Division: DMHS
- Program/Work Unit: OWW
- Brief Description of Duties: Facilitation of guest experience
- Supervisor Name: Jessica Schmitz
- Volunteer Location: check Old World Wisconsin box
- Approximate Schedule: [leave blank]

How do I know if I am the right fit for this program?

A successful Apprentice Facilitator is curious about history and loves learning and sharing their passion with others. They are not afraid to try new things, ask questions, or think about things in new ways. They think on their feet, can talk to guests of all ages, and like the challenge of everyday being different. In addition to being happy in their daily work, they will take opportunities to learn about the field of Public History and Museums, ensuring they get the most out of their time at Old World Wisconsin.

What do I need to know about the work environment?

Old World Wisconsin is an outdoor, living museum made up of historic structures. Here are a few things you need to consider to make sure that you can be safe and comfortable if chosen for this program.

Physical Demands
- Requires prolonged sitting or standing, some bending, stooping, and stretching
- Sufficient hand-eye coordination and manual dexterity to perform tasks in a safe manner
- Ability to move between outdoor locations, up to .5 miles, several times per day

Work Environment
- Work is performed in historic structures lacking climate control and with direct exposure to the outdoors in farm and wooded environments, including allergens and insects
- Work will be performed while in historic costume, in all weather
- Work involves daily contact with the public, and may involve dealing with difficult people, large groups of people, and facilitating experiences for guests facing challenges

When will I know if I have been selected as an Apprentice Facilitator?

WHS staff will review the applications and will select the 2020 Apprentice Facilitators. You will be notified by April 17, 2020 if you have been selected for the program. After you have received the notification email you will receive follow-up materials to prepare you for History Boot Camp (June 17-20, 2020).

Who do I contact with Questions or where do I send my application?

Old World Wisconsin
Attention: Apprentice Facilitator Program
W372 S9727 Hwy 67
Eagle, WI 53119
262-594-6382
OWW@wisconsinhistory.org

Apprentice Facilitator, Old World Wisconsin
2020 Apprentice Facilitator Application

Name: ________________________________

Have you participated in Old World Wisconsin's Apprentice Camp before? □ Yes □ No

If yes, please tell us the year and location(s) worked: ______________________________________

Please provide answers to the following questions on a single piece of paper. Write one paragraph in response to each question.

1. When we talk about making history engaging and connecting to guests, what do you hope this looks like?

2. Tell us what skills or knowledge you have that may make you a good fit for the program.

3. What do you hope to learn or experience if chosen to be an Apprentice Facilitator?

By signing below, I understand that if chosen as an Apprentice Facilitator that I will:

□ Attend History Boot Camp June 17-20, 2020
□ Volunteer for a minimum of 12 days over the course of the 2020 Season
□ In addition to the 12 volunteer days, I will work for one of three Special Event days: July 4th, Legends and Lore (Oct. 16-17, 23-24) or Old World Christmas (Dec. 5-6, 12-13, 19-20)
□ Work with OWW staff at least 2 weeks in advance to schedule and confirm my volunteer dates

Parent/Guardian Information
Name: ________________________________

Best Phone Number to Contact: ________________________________

Email: ________________________________

(Required if applicant is under 18 years old) I hereby give my permission for my child to volunteer as part of the Apprentice Facilitator Program at Old World Wisconsin. Signature: ________________________________

Bearing in mind the work environment and physical demands of this position, please note anything we need to know when considering your placement and project assignments (allergies, physical accommodation, etc.). *

__________________________________________

__________________________________________

*Please note that this information will not impact selection for the program, it merely informs comfortable placement on-site

Apprentice Facilitator Applicant

Signature ____________________________ Date ____________________________

Apprentice Facilitator, Old World Wisconsin
# VOLUNTEER AGREEMENT

This form must be completed by all volunteers prior to any volunteered service performed at or on behalf of the Wisconsin Historical Society (WHS). This agreement expires on December 31st; a new agreement must be completed each calendar year. **Please print clearly, and complete entire form.**

## Volunteer Information:

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<thead>
<tr>
<th>Name (Last, First MI)</th>
<th>Age</th>
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<tr>
<td>Street Address</td>
<td>City</td>
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<td>State</td>
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<td>Primary Phone Number</td>
<td>Email Address</td>
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<td>Emergency Contact Name</td>
<td>Relationship</td>
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<td>Phone Number</td>
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*Volunteers under the age of 18 must have written consent from a parent or legal guardian (please attach)*

## Position Information:

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<tr>
<th>Volunteer Position Title</th>
<th>Division or Work Unit</th>
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<td>Supervisor Name or Lead Worker</td>
<td>Volunteer Work Location</td>
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<td>Brief Description of Job Duties</td>
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<th>Approximate Schedule</th>
<th>Approximate Hours:</th>
<th>per week</th>
<th>per month</th>
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This agreement for volunteer services is entered into by and between the volunteer and the Wisconsin Historical Society (WHS). The volunteer and WHS mutually agree to the following responsibilities:

**Volunteer**

1. Will be under the supervision, direction and control of the supervisor named above.
2. Shall be available for scheduled service time(s) listed above.
3. Understands that s/he is a volunteer and NOT an employee of the State of Wisconsin or the State agency named above and is not eligible for any benefits, including Worker’s Compensation.
4. Understands all duties expected to be performed that appear on the Position Description and that additional duties may be added as needed.
5. Understands all work rules that are to be followed.
6. Understands that WHS will provide no compensation.
7. If volunteer will be driving a State vehicle as part of his/her assigned duties, s/he will only do so after completing a Volunteer Driver Vehicle Use Agreement (DOA-3685), receiving and understanding the statewide Fleet Driver and Management Policies and Procedures, meeting the minimum driving standards, receiving proper authorization to drive a State vehicle, and, when driving a vehicle, will strictly follow the route designated by the agency.

**Wisconsin Historical Society**

1. Will provide the volunteer with a Position Description describing duties to be performed.
2. Will provide training required to perform the agreed upon duties.
3. Will educate volunteers on safety awareness in the workplace.
4. Will provide necessary volunteer safety and equipment related items.
5. Will subsequently and periodically review work performance with the volunteer.
6. Will regard the volunteer as an agent of the State as provided in s. 895.46, Wis. Stats. As an agent of the State, the volunteer will be entitled to all the protections provided by s. 895.46, Wis. Stats.
7. Will review and update this Volunteer Agreement on at least an annual basis.

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<tr>
<th>Volunteer Signature</th>
<th>Date</th>
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<th>Agency Representative Signature</th>
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VOLUNTEER APPLICATION
FORM

Please complete and return to:
Old World Wisconsin
W37259727 State Road 67
Eagle, WI 53119
Phone: 262-594-6301 |
oww@wisconsinhistory.org

APPLICATION DATE: ________________
Where did you find out about Old World Wisconsin’s Volunteer Program? ________________

NAME: ____________________________

ADDRESS __________________________

CITY __________________________

PHONE __________________________

EMAIL* __________________________

("Old World Wisconsin prefers to use e-mail whenever possible")

Previous/Other volunteer experience ________________

Please indicate any experience or hobbies you may have (including certifications/licenses):

Work is often performed in historic structures lacking climate control and with direct exposure to the outdoors in farm and wooded environments, including allergens and insects. Depending on the volunteer position selected, you may experience prolonged sitting, standing, bending, stooping and stretching. You may be required to walk between outdoor site locations.

Please consider any physical limitations that may affect your volunteer work.

Please provide one emergency contact: __________________________

Name __________________________

Phone number with area code __________________________

Please indicate one professional reference and one personal reference.

<table>
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<tr>
<th>Professional Reference Information</th>
<th>Personal Reference Information</th>
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<tr>
<td>Name: __________________________</td>
<td>Name: __________________________</td>
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<tr>
<td>Phone: __________________________</td>
<td>Phone: __________________________</td>
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<tr>
<td>Email: __________________________</td>
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A criminal background check will be conducted prior to placement as a volunteer.

Do you have any pending criminal charges against you and/or have you been convicted of a crime, either misdemeanor or felony, including ordinance and traffic violations?

Yes □ No □ If yes, please explain: __________________________________________

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to volunteer positions at the Wisconsin Historical Society and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to volunteering.
Old World Wisconsin requires a true commitment on the part of its volunteer(s). Our volunteer opportunities attract people with many interests and skills. Many positions require a commitment of at least 1 day/week during May through September. Special Event Volunteers do not require the same level of commitment. Please refer to the volunteer opportunities listed below.

Place check marks next to the volunteer position(s) you are interested in and the corresponding day(s) you are available to volunteer. For full position descriptions or additional volunteer program information please contact Old World Wisconsin, phone: 262-594-6301.

**Guest Experience Team**
- Welcome Greeter
- School Tour Greeter
- Experience Facilitator
- Period Clothing Assistant
- Garden Program
- Farm Program
- Collections Assistant
- Historic Base Ball Facilitator
- Historic Brewer
- Special Event Support— (See Below)

**Maintenance & Operations Team**
- Maintenance Assistant
- Carpenter
- Electrician
- Groundskeeper

Please tell us what days you are interested in volunteering.

(The majority of volunteer positions require a commitment of at least 1 full day per week from May through September)

- □ Monday
- □ Tuesday
- □ Wednesday
- □ Thursday
- □ Friday
- □ Saturday
- □ Sunday

Interested in Volunteering for Only Special Events

- □ July 4th
- □ Legends and Lore (Oct.)
- □ An Old World Christmas (Dec.)

Please call 262-594-6301 for information regarding Special Projects, Corporate Service, or Group Volunteering

I certify that the statements made in this volunteer application are true and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release Old World Wisconsin from any liability whatsoever for supplying such information. I also understand I will not be paid for my services as a volunteer.

Applicant’s Signature

Date
PHOTOGRAPHY RELEASE FORM

Old World Wisconsin
Eagle, WI 53119

Phone: 262-594-6301 |
oww@wisconsinhistory.org

Photography Release: Permission for Old World Wisconsin to use photo of ADULT or MINOR CHILD

Old World Wisconsin, an organization within the Wisconsin Historical Society, may consider using photos taken while you are on Old World Wisconsin property. The photos may be used in our publications or other materials. To use these photos, we need your consent or the consent of the pictured minor child’s parent or legal guardian. (If you are not the parent or guardian of the children named, please take one of these forms home to the parent for their signature.)

By signing below, I, as an adult or the minor child(ren)’s parent/guardian of the minor child(ren) agree to:

a. Allow Old World Wisconsin (and its designees) to use these photos in our publications, on our website, in other printed materials, in a slide or PowerPoint shows, for promotional purposes or similar activities.
b. Allow Old World Wisconsin (and its designees) to list my name in news releases or publications.
c. Allow Old World Wisconsin the right to re-size or adapt the photos to the specific publication.

Printed Name – Adult/Parent/Guardian

Signature – Adult/Parent/Guardian

Phone Number

Email

Date Signed

☐ I REFUSE TO SIGN

For Office Use Only

Application Received Date

Background Date Sent

Call Back Date

Forwarded to OWW Staff