VOLUNTEER ORIENTATION GUIDE

January 2015
General Information

Moundville Archaeological Park is a unit of the University of Alabama Museums. While the Park and each of the other museum units have their own small operational staffs, there is a central UA Museums staff, mainly based in Smith Hall. The following are the main facility units within University of Alabama Museums:

THE ALABAMA MUSEUM OF NATURAL HISTORY (AMNH), located in historic Smith Hall on the University of Alabama campus, was founded in 1847 to house natural history collections which include geology, archaeology, mineralogy, ornithology, mammalogy, ichthyology, herpetology, paleontology, ethnology, history, and photography. Exhibits display fossils from the Dinosaur Age, the Coal Age, and the Ice Age. Minerals, mammals, and meteorites round out displays. Educational programs include the annual Summer Expedition and Exploring Alabama summer field trips. Smith Hall is open Monday through Saturday, 10:00 a.m. to 4:30 p.m. It closes on UA holidays. Facility rentals are available.

THE GORGAS HOUSE is located on the campus of the University of Alabama. The oldest extant structure built by The State of Alabama, it is the nucleus around which The University of Alabama developed. The Gorgas House was one of the first buildings in Alabama constructed specifically for an institution of higher learning. Open weekdays from 9:00 a.m. to noon and 1:00 pm to 4:00 p.m. or by appointment. Rentals are available.

THE MILDRED WESTERVET WARNER TRANSPORTATION MUSEUM is located on Jack Warner Parkway across Queen City Boulevard from the Tuscaloosa Public Library. This museum features artifacts, replications, photos and iPad displays of the area’s history as reflected through forms of transportation including roads, rivers and railways. Now listed in the National Register of Historic Places, the museum structure was once the Queen City Pool Bathhouse and was designed by Don Buel Schuyler, a student of Frank Lloyd Wright. It is available for rentals and hosts field trips, outdoor films, seasonal skating and other programming.

MOUNDVILLE ARCHAEEOLOGICAL PARK (MAP), located in Moundville, Alabama was acquired by the University of Alabama in 1929. The 300-acre National Historic Landmark is an internationally known prehistoric site with close to 30 earthen mounds dating from around 800 to 1500 AD. The park contains award winning exhibits housed within the Jones Archaeological Museum as well as a conference center, picnic areas, nature trails, a craft demonstration pavilion and a campground. The Education Office oversees the annual Moundville Native American Festival, guided tours and an array of in-house and outreach
programs related to Southeastern Indians. The park is open daily, charging admission from 8:00 am until 4:00 pm except on major holidays. The museum is open from 9:00 am to 5:00 pm. Structures and grounds rentals are available for many different purposes.

MUSEUM RESEARCH AND COLLECTIONS is a centralized UA Museums unit with two locations. Scientists, historians, Native American tribes and tribal members and other scholars and researchers contact this department for permission to view and study any of the collections under the auspices of University of Alabama Museums. Potential donors also contact this unit. The majority of the archaeological collections are housed in the Erskine Ramsay Archaeological Repository located within Moundville Archaeological Park while natural history collections are based at Mary Harmon Bryant Hall on the University campus near the Alabama Museum of Natural History.

THE OFFICE OF ARCHAEOLOGICAL RESEARCH (OAR) operates in the David L. DeJarnette Laboratory and Research Center located within Moundville Archaeological Park. It coordinates and helps administer the Erskine Ramsay Archaeological Repository. This repository is a state-of-the-art facility holding one of the largest and rarest historical and archaeological collections in the country. Researchers from all over the world use the Moundville collections as a basis for scholarly papers and books. In addition to scientific investigations, the Office of Archaeological Research performs cultural resource management and archaeological surveys throughout the world through external contracts and grants. Appointments are necessary to visit these facilities.
Moundville Archaeological Park Mission Statements

- The mission of Moundville Archaeological Park is to maintain, preserve, and interpret the Moundville site while fostering research and providing recreational experiences.

- The mission of the Moundville Archaeological Park Education Office is to preserve Native American cultures by interpreting and sharing knowledge.

- The mission of the MAP Maintenance Department is to enhance the visitor experience by providing an attractive, safe and secure environment.

- The mission of the MAP Gift Shop is to generate revenue through the sale of educational and themed merchandise and to foster pleasant visitor experiences.

- The mission of the MAP Administration is to manage the park’s operation, ensure sufficient funding and support and foster the well-being of the Moundville site.

- The mission of the Museum Development Office is to raise private funds for the priorities established by the UA President and the Museum’s Executive Director.
**Volunteer Requirements**

- Volunteers must complete a Moundville Archaeological Park Volunteer Application form and have a volunteer orientation to decide their placement before beginning training.

- Volunteers must attend training sessions and then be certified in their position by their supervisor.

- Aside from special events, volunteers must work at least one day per month. Volunteers should discuss special circumstances with their supervisor.

- Volunteers must be prompt and should always report to their assignment at least 10 minutes before their start time.

- Volunteer hours are recorded. Each volunteer must sign in and out recording the start and end time of their assignment.

- If unable to report for a scheduled volunteer assignment due to an emergency, volunteers must call their supervisor immediately so that a replacement may be found.

- Volunteers, as representatives of the University of Alabama Museums, must act professionally at all times. Volunteers are expected to dress neatly in clothing appropriate to their particular assignment. Your ID badge should be visible to everyone.

- All volunteers are periodically evaluated. Any volunteer whose behavior or performance is considered unacceptable will be offered a different placement, or terminated, if necessary.

- The primary goal of the volunteer must be the fulfillment of the mission(s) of Moundville Archaeological Park.
Volunteer Benefits

- Free admission to Moundville Archaeological Park, the Gorgas House, the Mildred Westervelt Warner Transportation Museum and the Alabama Museum of Natural History.

- Discounts on UAM’s Exploring Alabama Summer Programs, Museum Expeditions, Indian Summer Day Camp, Moundville craft classes.

- Free admission to the park’s Moundville Native American Festival and the Moundville Knap-in.

- University of Alabama students can track their volunteerism through UA’s Service Learning Pro program.

- Insider collections tours.

- Free copy of UAM’s quarterly newsletter, Museum Chronicle.

- Discounts on University of Alabama Museums gift shop items.

- Invitations to lectures and workshops.

- Invitations to volunteer social activities.
Volunteer Job Descriptions

PARK TOUR GUIDE
Moundville Archaeological Park offers two variations of a basic guided tour, focusing on either the park or the museum. As part of their training, tour guides shadow experienced interpreters on guided tours and then give a sample tour before guiding a tour on their own. Visitors ask guides basic questions about Moundville and archaeology. Outdoor guides interpret different aspects of Moundville from the tops of mounds and during nature walks. Additionally, guides assist with crowd control in the museum and gift shop, keep an eye on children climbing mound steps and lead or bring up the rear on a nature trail hike. Park Tour Guides must attend a special training class and must be able to stand upright for an hour or more, climb mound steps, and walk moderate distances.

MUSEUM DOCENT
Like tour guides, Museum Docents are volunteers that have completed specialized training on interpreting aspects of Moundville Archaeological Park, most especially in the Jones Archaeological Museum. During weekends, especially during seasons of peak visitation, docents are stationed in the museum to greet visitors and answer questions. Docents are prepared to give full guided tours of the museum though these happen infrequently without advanced notice. Docents also frequently serve as Park Tour Guides. Several volunteers with limited mobility have excelled in this museum-based position as physical requirements can be much less demanding than some other volunteer jobs.

EVENT VOLUNTEER
Moundville hosts two events annually. The Moundville Native American Festival, takes place Wednesday through Saturday the first full week of October each year and is our largest event with the most need for volunteers. A variety of different volunteers positions include Gift Shop Attendant, Museum door monitor, Admissions Assistant, Parking Attendant, Mound B Monitor/Interpreter, Nature Trail Interpreter, the Children’s Area Assistant, Presenter's Aide and Stage Assistant. Volunteers must commit to at least a four hour shift and receive a festival t-shirt, water, and a meal the day they work. These positions may require a person to be able to stand upright for an hour or more, climb mound steps, lift up to 50 pounds, bend, twist and throw and walk moderate distances. However, several positions are available for persons with limited physical abilities.

The Moundville Knap-In, which takes place an early weekend in March, is our second-largest event of the year. Volunteer positions include the Children’s Area Assistant, Presenter’s Aide and Target Range Assistant. Volunteers receive water and a meal the day they work. Please commit to at least a four hour shift. These positions may require a person to be able to stand upright for an hour or more, climb mound steps, lift up to 50 pounds, bend, twist and throw and walk moderate distances. However, there are opportunities for persons with limited physical abilities.
EDUCATIONAL PROGRAMS ASSISTANT
In addition to guided tours, Moundville also offers visiting school groups four different special programs: Ancient Tools and Weapons, Arts Images and Ornaments, Pastime Past Times and Mother Earth and the Three Sisters. Each of these programs usually last about 45 minutes to an hour, but this varies depending upon the scheduling needs of each group. Occasionally, a school schedules all of these programs simultaneously. To accommodate this MAP sets up separately themed field stations. Very large groups are divided into smaller ones that rotate through a series of stops. Trainees learn the basics as these programs are being presented under the guidance of the Education Office and other seasoned volunteers. Occasionally, a group requests a craft or other customized program in which Educational Program Assistants also help.

In addition to offering the above programming offsite, the MAP Education Office has two other outreach presentations: 10,000 Years in an Hour and Civil Rights and Wrongs. Both of these can be adapted to serve different audiences and time allotments. Volunteers are welcome to attend these outreach programs for personal enrichment if space is available. Additionally, a gourd art craft class is also offered as an outreach program. Depending on the desire of the group, students either create a custom gourd mask, birdhouse or Christmas ornament. In addition to helping supervise activities, Educational Programs Assistants help set up and take down programs as well as cleaning and putting away supplies after returning to home base. This position requires standing up and/or bending over for extended periods of time, repetitive movement, walking, bending, twisting, throwing, carrying and lifting up to 50 pounds. A basic knowledge of arts and crafts is required and a familiarity with small power tools such as Dremels, drills, wood burners is highly desirable.

During the spring, early summer and fall, MAP hosts Saturday in the Park programs nearly every weekend. These are informal, open-house style programs that usually run from 10 am to 2 pm and include a make-and-take activity for children. This programming is free with the regular admission price. We invite volunteers attend these programs as a learning opportunity. If you have an idea for a program or would like to help us organize Saturday in the Park, please let us know!

CULTURAL RESOURCES LABORATORY ASSISTANT
Volunteers assist in archaeological rehabilitation of materials gathered from excavations and surveys across the region. This may involve analyzing and curating artifacts, scanning original documents and maps, digitizing photographs, and assisting in artifact database development. Volunteers must be able to lift up to 50 pounds. The position requires climbing ladders and stairs, balancing, crouching, handling, pulling, pushing, repetitive movement, walking, carrying, typing, reaching, sitting, twisting/bending and writing. Dusty conditions.
ASSOCIATE GARDENER
Moundville Archaeological Park has a Three Sisters Native American Garden exhibit that is used for its *Mother Earth and the Three Sisters* program as well as for other teaching opportunities. We also participate in seed saving and exchange with Native American tribes and others interested in preserving heirloom and/or old varieties of flora. Our garden contains species native to North America and includes food and medicine plants and vegetation used by Native American for other purposes. Gardeners help with planting, weeding, mulching and other garden related tasks. This position requires standing, kneeling, bending and twisting and must be able to lift up to 50 pounds as well as the ability to withstand extreme temperatures upon occasion.

PARK GROUNDS ASSISTANT
Park Ground Maintenance Assistants help keep Moundville Archaeological Park looking its best! During the spring and summer, maintenance personnel spend much of their time mowing the grassy areas of the park. Volunteers will be asked to perform a variety of tasks including equipment operation, painting and light carpentry. Must be able to lift 50 pounds overhead and be able to read and comprehend written instructions. Equipment used in the park includes weed-eaters, leaf blowers, zero-turn radius mowers and 65 HP tractors with a variety of attachments. Groundskeeping and/or landscaping experience and/or knowledge is helpful.

WEBSITE COORDINATOR
This specialized position requires computer savvy and a working knowledge of building and maintaining websites. Currently, MAP has an existing page that need regular maintaining. In the near future we hope to redesign our web experience. The volunteer in this position must be familiar with WordPress and other modern web designing applications and languages. While working with the current website, this volunteer will update the events calendar on the website’s front page widget and other information throughout the site, uploading various forms of content.