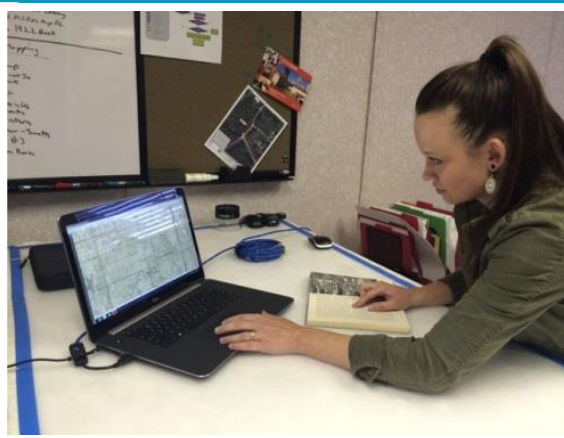


Ah-Tah-Thi-Ki Museum and Tribal Historic Preservation Office Intern and Volunteer Program Guide

6/2019



Program Overview

Thank you for your interest in the Seminole Tribe of Florida (STOF). The Ah-Tah-Thi-Ki Museum and Tribal Historic Preservation Office (THPO) both serve to preserve and celebrate Seminole history and culture. In this packet you will learn about our many internship and volunteer opportunities.

Both departments offer internship and volunteer opportunities in our different divisions and sections to fit a variety of interests. These programs allow the Museum and THPO to share our work and further our mission of historical and cultural preservation while allowing participants to gain valuable educational and professional opportunities.

Below you will find more information about the program for interns and volunteers, the opportunities available, program requirements, and how to apply.

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Definitions

Interns are students seeking academic credit or educational instruction and commit to a specified schedule during the course of the internship.

Volunteers offer their services and time for the benefit of the Museum/THPO and may volunteer on a continual or as-needed basis. They may volunteer for personal reasons and hours may be counted towards community service hours. Please note the Museum and THPO do not offer court-ordered community service opportunities.

Neither intern or volunteer positions are paid. Volunteer and internship positions are intended primarily for project-based and longer term positions. In some cases, supervisors may approve short-term volunteers or interns at their discretion.

Intern and Volunteer Requirements

In order to participate in an internship or volunteer opportunity, applicants must be 15 or older and meet the following requirements.

In order to ensure a safe environment, volunteers and interns must complete the following.

Volunteers/Interns under 18:

- Pass a drug test with a parent/guardian present
- Have a signed permission form from a parent/guardian

Volunteers/Interns over 18:

- Complete a drug test
- Pass a background check
- Be fingerprinted

Additionally, applicants must meet the following criteria.

Volunteers:

- Read and sign the Intern and Volunteer Handbook
- Read and sign the Code of Conduct
- Sign a Waiver*

Interns:

- Read and sign the Intern and Volunteer Handbook
- Read and sign the Code of Conduct
- Sign a Waiver*
- Be enrolled and in good standing in an academic program. Interns are responsible for making the necessary arrangements to receive proper credit through their academic program.
- Interns should not expect wages for their time or to receive a job offer at the completion of their internship.

*Please note there are separate waivers for those under and over 18.

Application and Placement Process

If you are interested in interning or volunteering at the Museum and have questions you should direct all inquiries to the Education Coordinator at alyssaboge@semtribe.com or 863-902-1113 x12225. Once you are ready to apply you will need to submit the following forms to the Education coordinator who will work to place you with the appropriate supervising manager:

- Seminole Tribe of Florida's Volunteer application
- Ah-Tah-Thi-Ki Museum and Tribal Historic Preservation Office Intern and Volunteer Questionnaire or a cover letter
- An in-person interview with the Direct Supervisor and/or Education Coordinator

Internship/Volunteer Sections

There are many different divisions and sections in the Museum and THPO in which you may intern or volunteer. Below you can find more information about the type of work within each section.

Internships and volunteer opportunities will primarily take place on the Museum and THPO campus located on the Big Cypress Indian Reservation, but may also take place on other reservations, in the field, and at outreach locations.

Please note that not all opportunities will be available at all times and specific activities are at the direction of the supervisor for the position. Additionally, some sections may have specific requirements in addition to general requirements for an internship or volunteer experience.

THPO

Archaeometry

Interns/volunteers may learn how to apply GIS to historic preservation and tribal archaeology. Interns assist with a range of common tasks within a GIS work environment including shapefile creation, attribute table entry, quality assurance and control of data input, editing spatial data within a geodatabase, and preparing data for utilization in a mobile environment. The Archaeometry Section may also teach interns GIS field techniques with applications in mobile GIS and geophysical methods (e.g. Ground Penetrating Radar).

Internship Specific Requirement Preferences:

- Basic level GIS training is preferred. Some examples of this training include college level GIS courses, online GIS classes, ESRI based ArcMap trainings, remote sensing courses, etc. However, this list does not encompass all possible GIS trainings.

THPO Collections

Interns/Volunteers can gain practical collection and archaeology experience working directly with the archaeological collections. Interns assist with a range of common tasks within the profession including processing and analyzing archaeological material, cataloging artifacts, and properly housing objects. Interns may also be responsible for additional tasks including data entry and use of collection management software.

Compliance Review

Interns/volunteers will be given an introduction to historic preservation laws (state, federal, and tribal) with an emphasis on the National Historic Preservation Act of 1966, Native American Graves Protection Repatriation Act (NAGPRA), and Florida Statute 872. Interns/volunteers will be informed of the role of the Compliance Review Section and how work flows through the department including how documents are managed with the ImageNow software, and trained to input legacy data into the ImageNow document management system. Interns will have the opportunity to attend government to government consultation meetings to understand the relationship between Tribe and federal government.

Tribal Archaeology

Interns/volunteers with the Tribal Archaeology section will learn basic archaeological functions and skills while being introduced to the role of indigenous archaeology. Tasks undertaken by an intern can include:

- Phase I Shovel Testing. This consists of screening soil to look for artifacts and excavating 50 centimeter wide holes to a depth of 1 meter. Hiking between shovel tests will be a requirement.
- Using GIS to determine probability zones and methodology for a given area.
- Writing technical archaeological reports.
- Examining artifact distribution and make up while in the field and through some preliminary lab work.

Internship Specific Requirements:

- The internship can only be completed between the months of September and May to avoid working during extreme environmental conditions. Interns must commit at least 6 hours each day between Monday-Friday and 8a-5p.
- Interns must be willing to work in the heat and rain and be comfortable with encountering wildlife in the field (i.e. insects, snakes, wild hogs).
- Must be able to carry 30 lbs.
- Must be able to traverse wooded areas up to 2 miles in distance.
- Interns will be located on any one of the STOF Reservations, with internship hours being divided between the field and office.
- Interns accept responsibility for preparing appropriately for the field by bringing their lunch and water bottles and wearing appropriate clothing (long pants and boots, TAS will provide snake guards). A minimum of 64 ounces of water is required for the intern to go to the field. Interns will be required to buy more water from a reservation store or sent home if they do not bring 64 ounces of water for a field day.
- Full medical coverage is required in order to do fieldwork.
- No one under the age of 18 will be permitted as a volunteer/intern without a parent/legal guardian present at all times.

*For more information about the THPO sections, please visit our website: www.stofthpo.com

Museum

Education

Interns/volunteers may assist with preparing and providing onsite programs and tours for K-12 students. It may include completing research, writing lesson plans, and creating activity guides. Interns/volunteers may also assist with social media.

Exhibits

Volunteers/interns should be willing to assist with the development of all phases of permanent, temporary and travelling exhibit development. The scope of work is defined by but is not limited to researching exhibit content, label writing, text panel design, artifact selection, gallery prep, installation and de-installation. The volunteer/intern should also be able to provide detailed information on the project or exhibit to other employees and visitors.

Collections Management

A volunteer/intern in the Collections Division at the Ah-Tah-Thi-Ki Museum will be expected to assist the staff in various collection management activities that represent a range of common tasks within the profession. Such activities include cataloging collection materials in our collection management database, making sure that collection materials are properly housed, labeled and stored, and participating in collection inventories and other organizational tasks. The Museum's permanent collections consist of historic and cultural objects, library materials, and archival materials. A volunteer may work with any one or all three of these collections, depending on the assigned project. Regardless of the assigned project, the volunteer/intern will be taught proper object handling techniques and collection registration procedures, and will become acquainted with the current best collection management practices.

Visitor Services and Development

Interns/volunteers may assist with the development and implementation of member development opportunities. These include: staffing booths at community events, assisting with various mailings (renewal, promotional, informational), and entering and maintaining member records in our database. Additionally, interns and volunteers may help with building our capital campaign, including researching potential donors and corporate sponsors. The incumbent may also assist in studying visitation data and entering data into Excel or PastPerfect database.

Oral History

Non-Tribal- The Ah-Tah-Thi-Ki Museum's Oral History Program collects and preserves the Seminole Tribe's Oral Histories. A non-tribal volunteer/intern can assist with digitization, indexing, transcribing, cataloguing, and audio/video editing. There is also a possibility that the volunteer will be able to participate in interviewing, set-up, and equipment usage.

Tribal Members- Tribal Members can assist in all areas of the Oral History Program. Tribal Members would be most helpful with helping to locate and confirm interviews, translations, conducting interviews, transcribing, and indexing.

Retail

Volunteers/interns working with this section will learn the unique responsibilities of museum retail and how it differs from "regular" retail. Volunteers and interns will have the opportunity to work on projects

such as product development and will learn why it is important. They may also assist with store display and/or basic accounting practices with the use of software programs such as Microsoft Office Excel.

Facilities

Volunteers/interns working with Facilities may help with cleaning and maintaining the buildings including completing minor repairs or painting. Other opportunities include assisting with landscaping and gardening and preparing and assisting with events.

**Ah-Tah-Thi-Ki Museum and Tribal Historic Preservation Office
Intern and Volunteer Questionnaire**

Name _____

Date _____

Are you interested in volunteering or interning? ____ Volunteering

____ Interning

Have you interned or volunteered the Museum or THPO before?

Yes

No

If so, when? _____

In which division(s) or section(s) would you like to volunteer or intern?

What is your availability and preferred number of hours?

Do you have any educational, volunteering or other work experiences that relate to the work you may complete at the Museum or THPO?

Do you have any other relevant skills or hobbies that would relate to your work?

Do you have medical insurance coverage?

Yes

No



SEMINOLE TRIBE OF FLORIDA

HUMAN RESOURCES DEPARTMENT
 6300 STIRLING ROAD • HOLLYWOOD FLORIDA 33024
 TOLL FREE: 800-683-7800 X11136
 LOCAL: 954-967-3403 • FAX: 954-967-3477
 WEBSITE: WWW.SEMINOLETRIBE.COM

VOLUNTEER APPLICATION

Please print all information and complete all fields even if a resume is provided.

STOF Department / Volunteer Position Requested:			Date: ____/____/____		

Last Name:		First Name:		Middle Name:	
Maiden Name: (if applicable)		Preferred Name:		Social Security#:	
Current Street Address:		City/ State/ Zip:		How Long?	

Home Phone:		Personal Cell Phone:	
Personal Email Address:		Emergency Contact Full Name:	
Emergency Contact Home or Work Phone:		Emergency Contact Cell Phone:	

Please indicate below how you heard about this Volunteer Opportunity:

<input type="checkbox"/> Employee Referral (Please provide Name): _____	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Our Web or Other Site (Please specify site): _____	<input type="checkbox"/> Other (Details): _____

Date Available to Report to Volunteer: ____/____/____ Full Time Part Time Temp/Seasonal

Days/Hours of Availability: Monday AM/PM____-____ Tuesday AM/PM____-____ Wednesday AM/PM____-____

Thursday AM/PM____-____ Friday AM/PM____-____ Weekends AM/PM____-____

Are you a Member of the Seminole Tribe of Florida?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not Seminole FL, are you a registered member of another federally recognized Native American Tribe? <i>If Yes, please specify Tribe:</i> _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please check the appropriate box if you can speak either or both of the following Native languages:	<input type="checkbox"/>	Creek	<input type="checkbox"/>	Mikasuki
Are you 18 Years of age or older?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever applied for employment with the Seminole Tribe of Florida or one of its divisions?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If Yes</i> , Division/Location: _____	Approx Date: ____/____/____			
Have you ever been employed by the Seminole Tribe of Florida or one of its divisions?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If Yes</i> , Job Title/Location/Division: _____	Approx Date: ____/____/____			
Does the Seminole Tribe of Florida or one of its divisions presently employ any of your relatives?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If Yes</i> , Name of Relative(s) and Division(s): _____				

Please print all information and complete all fields even if a resume is provided.

Have you been convicted of a crime or violation, other than a minor traffic infraction, including a plea of nolo contendere, no contest, or adjudication withheld?	(Conviction will not necessarily disqualify an applicant from volunteering)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If Yes</i> , please explain and provide Dates:					
Do you have any physical disabilities that would require special accommodations?	(Physical Disabilities will not disqualify an applicant from volunteering)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If Yes</i> , please Describe:					

EDUCATION/CURRENT EMPLOYMENT:

Level:	School Name and State:	Major/Area of Study:	Diplomas/Degrees/Certifications:
High School:			
Tech/Vocational:			
College/Grad School:			
Please list current employer if applicable, as well as any professional/civic organizations that you are a member of (note any offices held):			

REFERENCES - PLEASE LIST TWO INDIVIDUALS THAT YOU HAVE KNOWN FOR AT LEAST TWO YEARS (WHO ARE NOT RELATED TO YOU):

Name:		Occupation/ Title:		Phone:	
Name:		Occupation/ Title:		Phone:	

VOLUNTEER APPLICANT STATEMENT AND CONDITIONS

A volunteer may be interviewed prior to being accepted. There is a screening process, and not all volunteer applicants are accepted. We reserve the right to place volunteers in the areas best suited to their skills and the needs of the Seminole Tribe of Florida.

Please read carefully before signing

By signing below, I (APPLICANT) certify, to the best of my knowledge, that all information given by me in this application, and in any other forms I complete during the application process, is true and correct. I understand that false or misleading statements made by me, or consequential omissions of any kind in the application process, are sufficient cause for not being accepted as a volunteer, or for being dismissed if I am already a volunteer at the point of discovery. I understand that any devices or property, intellectual or otherwise, developed during my volunteer relationship with the Tribe, are considered to be wholly owned by the Seminole Tribe of Florida. Further, the Seminole Tribe of Florida is entitled to all rights in ideas, inventions, and works of authorship, relating to its programs and businesses, that are made by a volunteer during the scope of engagement, and when using the resources of the Tribal government. I also agree to keep confidential all data of a sensitive nature, such as copyrights, patents, trade secrets, internal operational data, personally identifiable information, (i.e. student education records, financial information and medical records). I authorize the Seminole Tribe of Florida to investigate all of the information contained in this application. Any persons or organizations named are authorized to provide information regarding my education, employment, volunteer history, character, and qualifications, and they are hereby released from all liability for providing such information. Moreover, I understand that any consideration for volunteering is contingent upon reference checking, passing a drug screen and clearing the background investigation process.

Applicant's Signature: _____

Date: ____/____/____

PRINT NAME: _____