

# Preserve WV AmeriCorps

## 2019-2020 Sites and Service Descriptions

(updated July 2019)



The Preserve WV AmeriCorps program is the Preservation Alliance of West Virginia's, <http://www.pawv.org>, statewide service initiative where members help main streets thrive, help communities capture their



local history, and help preserve beloved West Virginia landmarks. The purpose of the Preserve WV AmeriCorps program is to increase economic and community development in West Virginia through historic preservation, heritage tourism, and capacity-building projects.

### OPEN SITE PLACEMENTS

*A full description of sites and service opportunities is available at the bottom of this document. The list of open site placements currently include:*

#### Full-time (1700 hour)

- Clio Foundation (Huntington)
- Friends of Happy Retreat (Charles Town)
- International Mother's Day Shrine (Grafton)
- Jefferson County Historic Landmarks Commission (Charles Town)
- New River Gorge National River – National Park Service (Glen Jean)
- Waldomore archive – Clarksburg-Harrison Public Library (Clarksburg)
- Split full-time service sites (half-time at each): Adaland Mansion and Barbour County Historical Society (Philippi)
- Split service sites (half-time at each): Berkeley County Roundhouse Authority and Main Street Martinsburg (Martinsburg)
- Split full-time service sites (half-time at each): Pocahontas County Bicentennial Commission and Pocahontas County Opera House (Marlinton)
- Split full-time service sites (half-time at each): West Virginia Association of Museums and WVU Libraries' West Virginia & Regional History Center (Morgantown)

#### Half-time (900 hour)

- Berkeley County Roundhouse Authority (Martinsburg)
- Friends of Monroe / Monroe Tourism (Union)
- Main Street Martinsburg (Martinsburg)
- Old Hemlock Foundation (Bruceton Mills)
- Pocahontas County Bicentennial Commission (Marlinton)
- Pocahontas County Opera House (Marlinton)
- West Virginia Association of Museums (Clarksburg or Morgantown)
- WVU Libraries' West Virginia & Regional History Center (Morgantown)

### AMERICORPS REQUIREMENTS

- The member must be a US citizen, US national, or lawful permanent resident alien.
- The member must be at least 18 years old at the start of service.
- The member must have had at least some college education. (Significant life experience may be allowed to substitute on a case-by-case basis.)
- The member must not have served more than 3 previous terms (regardless of length) in an AmeriCorps State and National program.
- **All members must commit to serving for 11.5 to 12 months** (unless otherwise noted for accelerated slots). Members will serve either **full-time (1700 hours) or half-time (900 hours)**.
- Accepted members must consent to and undergo FBI, state of service, and state of residence **background checks**, as well as a national sex offender registry check. CNCS does not allow anyone to serve in AmeriCorps who has a murder or sexual assault conviction or who is registered on a sex offender registry. Applicants with lesser convictions will be considered by the Preserve WV program on a case-by-case basis. (Applicants must honestly record any criminal history on the My.AmeriCorps.gov application form; if an accepted applicant is later determined to have lied on the application regarding criminal history, disqualification is possible.)
- All members who start by August will be required to attend a daylong, regional Orientation with other members and their site supervisors on either **August 28, 2019 in Morgantown** or **August 30, 2019 in Charleston**. Travel will be reimbursed. Late-start members who are not able to begin until after August must have a separate Orientation, typically at their site, along with program staff and their site supervisors. Orientation will focus on AmeriCorps policies, procedures, prohibited activities, and benefits – as well as on program-specific information, paperwork, and instructions.
- All members in all AmeriCorps programs across the state must attend Volunteer WV's Start of Service event **on October 21 to 23, 2019 in Charleston**. Travel will be reimbursed.
- **Various training activities may be scheduled during the first several months of service and throughout the year**. Members will be notified of these trainings as soon as possible. Some will be mandatory; others will be optional.
- All members in all AmeriCorps programs across the state are required to participate in **two Civic Service Projects**: one on **January 20, 2020** (the Martin Luther King, Jr. Day of Service), and one in **Spring 2020**. Members must lead one preservation-oriented project and can take part in another (rather than lead) for this requirement.
- Members will be expected to provide their own transportation to Orientation, trainings, Civic Service Projects, and other program-related events. Travel is reimbursable (with prior authorization required for optional activities). Carpooling with other members is strongly encouraged. When hotel reservations are needed, members will typically share hotel rooms with other members.
- Members must track and log all service time and duties in a timesheet provided by the Preserve WV AmeriCorps program, as well as in an online AmeriCorps reporting system called OnCorps. Various other paperwork (reports, logs, articles, etc.) is also required by the program.

## **AMERICORPS MEMBER BENEFITS**

**Full-time members** (1700 hours, approximately 40 hours a week) will receive a \$14,000 living allowance, paid in bi-monthly installments. Workers compensation insurance will be provided. Group health insurance is available for full-time members upon request. A childcare subsidy is available for qualified full-time members. Unemployment coverage is not included.

**Half-time members** (900 hours, approximately 20 hours a week) will receive a \$7,000 living allowance, paid in bi-monthly installments. Workers compensation insurance will be provided. Unemployment, childcare, and health insurance coverage are not included.

AmeriCorps members will receive a **Segal AmeriCorps Education Award** upon the successful completion of their term of service. The educational award for full-time members is equivalent to the federal Pell Grant amount for that year. The award amounts are subject to change annually. For the 2019-2020 program year, the award is \$6095 for full-time members and \$3047.50 for half-time members. Members with uncompleted service terms or uncompleted hours, or who have not submitted all required program materials, will not receive an educational award. The educational award can be used for tuition at most colleges, technical, and vocational schools, or for the repayment of qualified, federal student loans. Under new rules, members 55 or older may choose to transfer their award to a child or grandchild. AmeriCorps members are only allowed to receive educational awards for the equivalent of 2 full-time service terms (or 4 half-time terms).

Members' qualified student loans can be deferred during AmeriCorps service, with the accumulated loan interest paid by CNCS at the end of the deferred period.

The Preserve WV program and its sites do not provide housing. All members are responsible for their own living arrangements and costs. No resettlement or moving allowance is included. However, program staff, site supervisors, and/or current & former members in specific areas may be able to offer suggestions for where to look for housing.

### ***Open 2019-2020 Preserve WV AmeriCorps Service Sites:***

#### ***Full-time***

(alphabetical, with split service sites at the end)

#### **Clio Foundation**

**Site Supervisor:** Dr. David Trowbridge, Marshall U.

**Huntington, Cabell County**

<https://www.theclio.com/>

*Huntington is West Virginia's second-largest city with almost 50,000 people and is the hub of a metropolitan area (including border communities in Ohio and Kentucky). It includes a large, active, historic downtown as well as multiple residential historic districts. It is located around an*

*hour on the interstate from the state capitol of Charleston. Huntington is the home of Marshall University, where the AmeriCorps member will serve his/her hours from an office space in the library.*

Clio Foundation is a nonprofit humanities organization based in Huntington that uses technology and content created by local scholars and organizations to connect people to the history and culture that surround us. Clio's mission is to connect people to the history and culture that surrounds us. Today, Clio offers a free educational website and mobile application with over twenty thousand weekly users who can enjoy over four hundred walking tours and be connected to over 30,000 individual historical and cultural sites. Clio was designed to allow historical societies, museums, libraries, universities, and local historians to create and edit entries and walking tours that connect the public to the work of scholars. The AmeriCorps member will continue to aid supporting organizations that are using Clio and/or hope to use Clio, and they will also directly create and improve entries and walking tours.

Clio's AmeriCorps members are typically recent liberal arts graduates who dedicate most of their time to authoring new Clio entries and improving existing entries. As a result, the member should be a skilled writer, and s/he should enjoy conducting research and writing/editing relatively short summaries of historic buildings, monuments, markers, and landmarks across West Virginia, as well as author walking tours with the help of community partners who will provide feedback and also help the member spread awareness of this resource. The member can also record oral histories and build audio content to improve existing walking tours and heritage trails in addition to creating new trails and tours for West Virginia.

The members will also help create guides for instructors and organizations that are using Clio and may also conduct outreach by contacting West Virginia organizations that might like to use Clio and offering assistance. The member will assist a variety of interested parties including: professional historians, librarians, archivists, historic landmarks commissions, mayors and civic leaders, universities, convention and visitors' bureaus, state government officials, and Main Street organizations throughout West Virginia.

The site supervisor will make the career success of the AmeriCorps member a leading priority. Prior members have led a variety of local history projects, published short articles about Clio, created pedagogical resources, attended conferences, led workshops, and networked with dozens of potential employers. Clio is operated by donations and volunteers, and the AmeriCorps member will also have the opportunity to conduct outreach. Each entry, heritage trail, and walking tour includes the name of its creator, providing a Clio AmeriCorps member with a substantial portfolio of published work he/she can add to a resume.

**Friends of Happy Retreat**

**Site Supervisor:** Walter Washington

**Charles Town, Jefferson County**

<http://www.happyretreat.org/>

*In West Virginia's Eastern Panhandle, Charles Town is a charming, history-filled city with approximately 5000 people and urban/suburban amenities. It is in a rural area that is quickly suburbanizing, with Jefferson County now having a population of over 55,000. Charles Town is on a divided highway, within easy commuting distance of the major West Virginia city of Martinsburg. It is around 1.5 hours (in good traffic) to Washington DC or Baltimore.*

Happy Retreat is the 1780 home of Charles Washington, younger brother of George and founder of Charles Town. The Friends of Happy Retreat (FOHR) is a 501c3 nonprofit corporation founded in 2006 to respond to concerns of residents of Charles Town about Happy Retreat and its vulnerability to development in the state's rapidly growing Eastern Panhandle – just 55 miles northwest of Washington, D.C. For nine years, FOHR worked to purchase Happy Retreat and finally succeeded in 2015. In 2016, Happy Retreat was included in the National Trust for Historic Preservation's National Treasures program. The organization's mission statement is:

The Friends of Happy Retreat convenes partners to restore and program the home and grounds to:

- Connect people with interactive arts, cultural, entertainment, educational, scholarly, and non-profit activities;
- Link people to our history, the heart of downtown, natural and recreational spaces, and the broader tourism region; and
- Catalyze and inspire an appreciation for history & preservation, a sense of community & connection, and the grand idea of exploring new creative opportunities.

The Preserve WV member will be expected to serve on weekdays, as well as some weekends and evenings (for special events, etc.). The member will deal with:

- Festivals
  - Happy Retreat has developed a group of 100+ volunteers who serve at its two annual festivals: the Craft Beer & Music Festival in the fall (which attracted between 1500 and 2000 people the last two years) and the Wine & Jazz Festival in the summer (which attracted about 600 people in its first year). The member will:
    - Organize and coordinate the volunteers for each festival. The member should feel comfortable coordinating large groups of volunteers.
    - Market each festival, especially through social media. At a minimum, the member should be skilled with Facebook and Instagram and be willing to learn both online and traditional marketing skills.
- Music programs
  - Collaborate with local musicians to establish ongoing musical performance series (such as chamber music concerts, Friday night jazz, singer/songwriter nights, etc.) both at Happy Retreat and at Charles Town's Charles Washington Hall.
  - Figure out logistics, sound systems, and marketing.
  - Plan outdoor events for warm weather months, such as evening brass band concerns on the Happy Retreat lawn, where attendees can picnic
- History and interpretation

- Research history of Happy Retreat, the early settlement of Jefferson County, and the development of Charles Town.
- Develop plans for future exhibits to be displayed in the orientation center (Happy Retreat's former garage).
- Develop promotional literature, such as brochures or website material, based on the historical research
- Market research
  - Perform market research for the use of Happy Retreat for weddings, corporate events, and other rentals. Survey comparable sites in the area that can be used to set rental fees.
  - Perform market research for bus trips to other historic sites as fundraising tools for Happy Retreat. If bus tours prove to be financially feasible, then organize tours. Possible sites include Mount Vernon, Belle Grove, and Kenmore.
- Other tasks
  - Assist in data input to and management of the NeonCRM program. FOHR is in the process of implementing NeonCRM, a customer relations management computer program, to manage its database of donors, volunteers, and other supporters.
  - Assist in keeping Happy Retreat's website and Facebook page current.
  - Collaborate with the Jefferson County Historical Society to develop joint programs.

### **International Mother's Day Shrine**

**Site Supervisor:** Larry Richman

**Grafton, Taylor County**

<https://www.internationalmothersdayshrine.org/>

*Grafton, located in North-Central WV, has approximately 5000 people and a downtown historic district. It is part of the Clarksburg Micropolitan Statistical Area (approximate population 92,000) and is in easy commuting distance of Clarksburg. Commuting to the larger city of Morgantown is also possible.*

The International Mother's Day Shrine is one of 16 National Historic Landmarks in West Virginia. It is a shrine to all mothers and where Mother's Day began – with the holiday established and lobbied for nationally by Grafton resident Anna Jarvis. On May 10, 1908, the nation's first Mother's Day service was held at what is now the Shrine – then the Andrews Methodist Episcopal Church, built in 1873. Operated by a nonprofit organization, the adaptively reused, former church building is now a seasonal heritage tourism attraction and event venue.

During the Shrine's open season (April to October), the member will be stationed onsite. In the winter, the member will most likely have a desk space next door in city hall. Tasks will include dealing with:

- Volunteers
  - Recruit and manage volunteers

- Help create a Friends of the Shrine group and/or reactivated Mother's Day Work Club (originally created by Anna Reeves Jarvis, mother of Anna Jarvis)
- Outreach
  - Promote the site using methods such as website, Facebook and other social media, brochures, Mother's Day cards, etc.
  - Look into ways to increase the amount of organized tour groups and bus tours that visit the Shrine
  - Visit schools and clubs to talk about Mother's Day beginning in Grafton and what the Shrine and Birthplace have to offer
- Events
  - Create updated policies/procedures and fee schedules for rentals of the venue
  - Seek monthly program speakers for the Shrine's Education Institute
  - Create a calendar of events
- Interpretation
  - Identify and create educational tags for the Shrine's displayed collection of historic photographs of Grafton and Taylor County
  - Get photos and bios of the Shrine's prior Mothers of the Year and most likely create a revolving, digital display
  - Create a script for docents to use when giving tours
  - Assist in the creation of displays/exhibits, including pulling certain items, having large display copies made, and displaying those at the Shrine

### **Jefferson County Historic Landmarks Commission**

**Site Supervisor:** Martin Burke

**Charles Town (Jefferson County)**

[www.jeffersoncountyhlc.org](http://www.jeffersoncountyhlc.org)

Located in West Virginia's Eastern Panhandle, Charles Town is a charming, history-filled city (founded by George Washington's brother Charles) with approximately 5000 people and urban/suburban amenities. It is in a rural area that is quickly suburbanizing, with Jefferson County now having a population of over 55,000. Charles Town is on a divided highway, within easy commuting distance of the major WV city of Martinsburg. It is around 1.5 hours (in good traffic) to Washington DC or Baltimore.

The Jefferson County Historic Landmarks Commission operates under the authority granted to landmarks commissions by the West Virginia legislature. Its primary mission is to preserve historic resources within the *unincorporated* areas of Jefferson County and to educate persons about the county's heritage. As a branch of Jefferson County government, the Landmarks Commission focuses on heritage education, historic preservation and tourism, historic resource development, and research. The JCHLC owns four properties on the National Register of Historic Places that are open to the public on a very limited basis.

The AmeriCorps member will have an office space in the Jefferson County Engineering & Planning Office. The member will serve mostly during normal County business hours on weekdays, with some assignments on evenings and weekends. Tasks will include:

- Maintenance of Jefferson County Historic Resources Inventory
- Respond to information requests from the public
- Research and submit (non-federal) grant applications for JCHLC projects
- Report to JCHLC on planning projects that impact historic sites or structures
- Develop a stewardship program for the owners of National Register of Historic Places & Jefferson County Landmark properties through lectures and workshops
- Develop and formalize a JCHLC volunteer program
- Publicize historic tax credit availability and assist the owners of certain National Register of Historic Places properties (excluding for-profit businesses or religious facilities) with historic tax credit applications
- Educate landmark owners, developers, and others about preservation incentives, benefits, and techniques
- Promote and input data into the WV GeoExplorer program
- Develop Jefferson County historic preservation interpretive, outreach, and heritage tourism materials
- Maintain contact with owners of National Register of Historic Places and Jefferson County Landmark properties via email, phone, mail, and social media
- Update JCHLC website
- Post at a minimum two times a week on the JCHLC Facebook and Instagram pages

### **New River Gorge National River (National Park Service)**

**Site Supervisor:** Neil Hakel

**Glen Jean, Fayette County** (with travel throughout Fayette, Raleigh, and Summers Counties)

<https://www.nps.gov/neri/index.htm>

*The park headquarters office is in Glen Jean, where around 200 people live but which is part of the Beckley Metropolitan Statistical Area (approximate population 125,000). Glen Jean is located along one of the state's most prominent highways, within easy commuting distance of the major city of Beckley. The state capitol of Charleston is about an hour's drive away (mostly via a toll road).*

Located in southern West Virginia, New River Gorge National River is one of 417 National Park Service sites. New River Gorge National River encompasses 72,000 acres spanning 53 river miles, passing through the remnants of more than a hundred coal towns, many of which have been long abandoned with the boom and bust of extractive industries. Charged to conserve and interpret these historic towns and objects therein, the National Park Service staff has restored a number of historic sites within these towns, while others have fallen into varying states of disarray.

The AmeriCorps member will be stationed at park headquarters in Glen Jean but will serve throughout New River Gorge National River, which spans three counties in southern WV: Summers, Raleigh, and Fayette. The member will typically serve during standard weekday business hours.

The site's previous AmeriCorps member completed condition assessments and planning reports on properties in the historic district of Thurmond, WV. The member compiled these findings into a report for the park's management team. From there, the member drew up a formal NPS project to seek funding to rehabilitate the structures identified by the park to preserve. In the 2019-2020 service year, the new AmeriCorps member will continue to develop the Thurmond project and then move to other culturally significant sites, including the Kaymoor coal town's ruins, Harrah Farm, Cochrane Farm, and Trump-Lilly Farm, in addition to other sites. All sites planned for assessment are eligible for listing or listed on the National Register of Historic Places. The previous AmeriCorps member developed a template for these condition assessments that will provide a consistent assessment and planning document for the park.

The member's duties will include:

- Becoming familiarized with the park's General Management Plan, Foundation Plan, Interpretive Themes, and Five-Year Strategic Plan
- Utilizing (and receiving training in) the internal Facilities Maintenance Software System (FMSS) and Asset Software Reporting System. These systems track all properties within the NPS, accounting for property conditions, historic values, and more.
- Using an existing framework, perform buildings assessments on historic structures in the park's List of Classified Structures and collect data for input into FMSS
- Creating a comprehensive report of findings – to be provided to park management at the end of the service term – that will:
  - Identify buildings and their existing conditions
  - Provide recommendations for either restoration, preservation/mothballing, or demolition with interpretation (via wayside exhibits, trails, foundation caps, etc.)
  - Offer interpretive support;
  - Explain the historic importance of each site for relevance to the park's mission, tourism, and public interest
- Preparing draft letters for consultation with the WV State Historic Preservation Office (SHPO)
- Working alongside staff, park partners, local community leaders, and university representatives to create a historic preservation field school. The member will spearhead this multi-year effort, including:
  - Developing the objectives of the school
  - Identifying logistical challenges
  - Laying the foundation for a long-lasting and rewarding project
- Working with the park's volunteer coordinator and maintenance staff to develop and lead hands-on, volunteer-based, group projects at historic sites throughout the park. (These may potentially qualify as AmeriCorps Civic Service Projects.)

## **Waldomore archive – Clarksburg-Harrison Public Library**

**Site Supervisor:** Catherine Norko

**Clarksburg, Harrison County**

[www.clarksburglibrary.info/waldomore](http://www.clarksburglibrary.info/waldomore)

*Clarksburg, a major city with approximately 15,000 residents in North-Central WV, is the core of a Micropolitan Statistical Area that has over 90,000 people. The county seat, it has a revitalizing historic downtown and other historic districts. Located off Interstate 75, it has urban/suburban amenities but is also in easy commuting distance of the larger cities of Fairmont and Morgantown.*

Waldomore exemplifies and preserves items of historical and genealogical significance for Clarksburg and Harrison County; maintains a space for events of a civic, cultural, or educational nature; and fosters opportunities for the community to interact with their history.

Waldomore is an elegant antebellum house that served as Clarksburg-Harrison Public Library's home for more than 40 years. In 1975, a new structure was built beside Waldomore to house the library's main collection, and Waldomore remained a part of the library complex. Waldomore was bequeathed to the City of Clarksburg by May Goff Lowndes upon her death in 1930, "to be used as a Public Library and Museum and no other purpose." Her special mandate to provide both of these functions in one facility weds research and preservation activities, allowing a deeper exploration of ideas and stories along with tangible artifacts and a profound sense of place. Currently, Waldomore's ground floor offers a large public meeting space alongside rooms that display period furnishings. Its second floor houses the West Virginia Collection and the Gray Barker UFO Collection. Historically, the Clarksburg-Harrison Public Library has managed the Waldomore facility in conjunction with the City of Clarksburg, providing needed maintenance and renovation projects in addition to day-to-day management of building events and services.

The member will be expected to serve while the facility is open to visitors. Tasks include:

- These tasks address the need for organizing, preserving, and caring for the artifacts and primary source materials in Waldomore and to assist organizations in the vicinity:
  - Process and rehouse artifacts and primary source documents based on priorities set in collaboration with supervisor, in particular the Gray Barker UFO Collection; update and correct Barker Collection directory; Assess and encapsulate photographs; replace newspaper clippings with acid-free copies
  - Research provenance of items to the extent possible and include this information in the collection and artifact files
  - Assist with volunteer training on a quarterly basis; Suggest additional training for volunteers in the future
  - Assist with and write up a basic preservation needs assessment; provide basic training for proper handling and storage techniques for the Louis Bennett Library in Weston
- These tasks address the need for exhibits that can be offer to the visiting public and online to highlight aspects of the history of the Clarksburg region:

- Review artifacts and make recommendations for display and security needs related to the exhibition of the artifacts;
- Plan and develop an exhibit theme, list artifacts to be included and write narratives and artifact descriptions to accompany the exhibit;
- Install the exhibit on the first floor of Waldomore; coordinate advertising for the exhibit; develop and produce a written guide for the exhibit; work with a vendor and library administration on printing of guides; coordinate and attend an opening reception for the exhibit;
- Create an outline for a web-based exhibit of the same content as on display in Waldomore; adjust the narrative as needed; Add this information to the library's webpage;
- Review historic aspects of Waldomore and work with the staff of Waldomore to develop goals for interpretative signage;
- Identify possible sources and types of signage that would work well in Waldomore and update the interpretative signage plan;
- Obtain pricing and other details for purchase of signage and make recommendations
- Assist with placement of signage and review signage to ensure that intended goals are met;
- These tasks address the need to develop programming for school age visitors to Waldomore:
  - Work with the staff of Waldomore and volunteers to identify and develop goals for class visits to the building
  - Identify artifacts and themes that would be appropriate for class visit to Waldomore;
  - Create a guide that uses at least two themes to combining these elements for staff and volunteers to use in the future;
- These tasks address the need for a dedicated and well-maintained web presence to increase awareness in the community:
  - Regularly update and assist with Waldomore's social media on multiple platforms (including Facebook, WordPress, and Twitter)
  - Develop and implement a sustainable social media calendar, coordinating regular postings by multiple staff members and volunteers
- This task will assist with identifying additional priorities and future projects:
  - Assist with creating a plan for the continued development of Waldomore including the organization of primary source materials, educational programs, and other services

**Split service sites (serving half-time at each):**  
**Adaland Mansion and Barbour County Historical Society**  
**Philippi, Barbour County**

*Philippi, located in North-Central WV, has approximately 3000 residents. The seat of a rural county with over 15,000 people, it was the site of the first land battle of the Civil War and has a*

*small, historic downtown. Philippi is within commuting distance of cities with urban/suburban amenities, including Clarksburg, Fairmont, and Elkins.*

Please see the half-time section below for descriptions of both sites and their tasks.

**Split service sites (serving half-time at each):  
Berkeley County Roundhouse Authority and Main Street Martinsburg  
Martinsburg, Berkeley County**

*Martinsburg, located along Interstate 81 in WV's Eastern Panhandle, is a major WV city with approximately 17,000 people, urban/suburban amenities, and a revitalizing, historic downtown. Along with the nearby, larger city of Hagerstown, MD, it is part of the Hagerstown-Martinsburg Metropolitan Statistical Area (approximate population 265,000). Washington DC and Baltimore are around 1.5 hours away (in good traffic).*

Please see the half-time section below for descriptions of both sites and their tasks.

**Split service sites (serving half-time at each):  
Pocahontas County Bicentennial Commission and Pocahontas County Opera House  
Marlinton, Pocahontas County**

*Located in a rural area in WV's eastern Potomac Highlands region, Marlinton is a small, active town of approximately 1000 people. It is the county seat, with Pocahontas County having around 8000 people; popular county attractions include Cass Scenic Railroad State Park, Green Bank Observatory, and Snowshoe Mountain Resort. The closest city is Lewisburg, about an hour away, with around 4000 people and urban/suburban amenities.*

Please see the half-time section below for descriptions of both sites and their tasks.

**Split service sites (serving half-time at each):  
West Virginia Association of Museums and WVU Libraries' West Virginia & Regional  
History Center  
Morgantown, Monongalia County**

*Morgantown is the state's third-largest city, with over 30,000 people in its city limits and almost 140,000 people in its metropolitan area. It is home to the state's largest university, WVU, with almost 30,000 students and Big 12 Conference sports teams. Morgantown has been ranked as one of the country's best college towns and has a vibrant, student-oriented, historic downtown, plus urban/suburban amenities. It is located at the intersection of two interstates and is around 1.5 hours to Pittsburgh, PA.*

If this is done as a split service opportunity (rather than as separate half-time placements), both sites' service should occur at WVU. WVAM hours will be served in office space on the Evansdale Campus, and WVRHC hours will be served in the WVRHC archives in the Downtown Campus Library.

Please see the half-time section below for descriptions of both sites and their tasks.

***Open 2019-2020 Preserve WV AmeriCorps Service Sites:  
Half-Time***  
(alphabetical)

**Adaland Mansion**

**Site Supervisor: Dr. Ann Serafin**

**Philippi, Barbour County**

[www.adaland.org](http://www.adaland.org)

*Philippi, located in North-Central WV, has approximately 3000 residents. The seat of a rural county with over 15,000 people, it was the site of the first land battle of the Civil War and has a small, historic downtown. Philippi is within commuting distance of cities with urban/suburban amenities, including Clarksburg, Fairmont, and Elkins.*

Adaland Mansion, a 23-room Greek Revival home built in 1872, is now operated by a nonprofit organization as a seasonal house museum and event venue. The mansion and its grounds also serve as a rental facility for weddings. Adaland is individually listed on the National Register of Historic Places. The mission of Adaland Mansion Development Inc., is to restore, maintain and develop Adaland Mansion, a historic Barbour County landmark, for the education and enjoyment of the public while increasing the economic level of the community by providing goods and services to tourists and visitors.

The member will deal with:

- Outreach
  - With staff, develop strategies to attract more visitors (especially children)
  - Identify digital marketing strategies
  - Develop marketing materials, including Facebook, blog, YouTube, email, etc.
- Volunteers
  - Recruit volunteers from among high school and college students and the general public to serve as interpreters or docents for visitors
  - Conduct training for volunteers as docents or interpreters
- Hands-on project
  - Initiate, plan, and recruit volunteers for the repainting of the site's c. 1859 barn and the installing of a quilt square. (This may qualify as an AmeriCorps Civic Service Project.)
- During the site's closed-to-the-public winter season:
  - Compile and compare numbers of visitors, volunteers, etc. for reporting
  - Propose any policy changes needed to better serve public and volunteers
  - Complete journal of activities and evaluation of strategies
  - Update recordkeeping for the museum collection

## **Barbour County Historical Society**

**Site Supervisor:** Ed Larry

**Philippi, Barbour County**

*Philippi, located in North-Central WV, has approximately 3000 residents. The seat of a rural county with over 15,000 people, it was the site of the first land battle of the Civil War and has a small, historic downtown. Philippi is within commuting distance of cities with urban/suburban amenities, including Clarksburg, Fairmont, and Elkins.*

The Barbour County Historical Society's museum is an adaptive reuse of the Philippi B&O Railroad Station. Built in 1911, the Mission-style train depot is individually listed on the National Register of Historic Places. The museum's mission statement is: The Barbour County Historical Society Museum shall collect, preserve and present the history and culture of North Central West Virginia with Barbour County as the focal point.

The member will deal with:

- Museum services
  - Develop an electronic record of the museum inventory. (Inventory is currently all on paper.)
  - Provide tours of the museum and learn to describe other nearby historic sites and events for visitors (i.e. the first land battle of the Civil War, Philippi Covered Bridge, etc.)
  - Research traveling history displays, work on securing the exhibits, and promote them
- Outreach
  - Establish a website and Facebook page for the site. (Neither currently exist.)
  - Develop and distribute a newsletter each quarter
  - Build relationships and support in the community
- Volunteers
  - Recruit and train new volunteers
  - Work with volunteers to develop at least one new, special event at the museum

## **Berkeley County Roundhouse Authority**

**Site Supervisor:** Elaine Mauck

**Martinsburg, Berkeley County**

<https://www.themartinsburgroundhouse.com/>

*Martinsburg, located along Interstate 81 in WV's Eastern Panhandle, is a major WV city with approximately 17,000 people, urban/suburban amenities, and a revitalizing, historic downtown. Along with the nearby, larger city of Hagerstown, MD, it is part of the Hagerstown-Martinsburg Metropolitan Statistical Area (approximate population 265,000). Washington DC and Baltimore are around 1.5 hours away (in good traffic).*

The Martinsburg Roundhouse is one of 16 National Historic Landmarks in West Virginia. It includes 13 acres with three B&O Railroad shop buildings. The main attraction is the completely

enclosed, 1866, cast iron frame roundhouse. This complex was active early in the Civil War and was where the multi-state Great Railroad Strike of 1877 began. The B&O Railroad shops operated until 1988.

The Berkeley County Roundhouse Authority, part of the Berkeley County Council, now operates the Martinsburg Roundhouse as a seasonal historical site and event / rental venue. The mission of the Berkeley County Roundhouse Authority is the preservation and rehabilitation of the Martinsburg Roundhouse for adaptive reuse as an historic attraction of national significance and community center for public events.

Tasks will include:

- Help plan onsite events (such as the annual Great Train Raid) – including promotion, scheduling, coordination, and marketing
- Recruit and manage volunteers for tours, events, etc.
- Do (non-federal) fundraising for the Frog & Switch Shop building project's capital campaign (10% or less of member time)
- Promote the site through social media
- Assist the Friends of the Roundhouse group
- Give tours
- Attend Authority meetings
- Help with the Roundhouse's part of the annual Martinsburg Heritage Festival

### **Friends of Monroe / Monroe Tourism**

**Site Supervisor:** Paulette Kirby

**Union, Monroe County**

[www.travelmonroe.com](http://www.travelmonroe.com)

*Located in the Greenbrier Valley in southern West Virginia, Monroe County is a rural, agricultural area with approximately 13,000 people – including 500 in the quaint, historic town of Union. Union is an easy commute from Lewisburg, which has around 4000 people, housing opportunities, and urban/suburban amenities.*

The Friends of Monroe is a new nonprofit organization organized exclusively for charitable, educational, and scientific purposes, and for the promotion of sustainable community development and welfare in Monroe County WV. Its partner, Monroe Tourism, is a project of the WVU Extension Service. Monroe County is actively working to ignite its overall history-focused tourism effort.

The AmeriCorps member will assist the county's tourism advisory council to develop a plan for the development of history-based tourism county-wide that will embrace and highlight the current and past industries of the region. These include springs resorts, water-powered milling, forestry, and agriculture. This intent aligns with the county's comprehensive plan that identifies the communities and their innate value by their natural environment, abundant water resources, agricultural influence, locally owned businesses, historic character, and neighborly small-town quality.

The member will have desk space at the new Monroe County Visitor Center, located inside the Monroe County Public Library in Union. Tasks will include:

- Reach out to potential tourism partners around the county to encourage them to participate in the heritage tourism development process
- Help organize and carry out meetings of heritage tourism stakeholders in the county
- Collect publicity materials relating to historical tourism opportunities in the county and arrange them for distribution
- Help work on the website and Facebook page
- Assist visitors at the visitor center
- Recruit and manage volunteers for shifts at the visitor center and other duties

### **Main Street Martinsburg**

**Site Supervisor:** Randy Lewis

**Martinsburg (Berkeley County)**

[www.mainstreetmartinsburg.com](http://www.mainstreetmartinsburg.com)

*Martinsburg, located along Interstate 81 in WV's Eastern Panhandle, is a major WV city with approximately 17,000 people, urban/suburban amenities, and a revitalizing, historic downtown. Along with the nearby, larger city of Hagerstown, MD, it is part of the Hagerstown-Martinsburg Metropolitan Statistical Area (approximate population 265,000). Washington DC and Baltimore are around 1.5 hours away (in good traffic).*

Main Street Martinsburg is accredited by the National Trust for Historic Preservation's National Main Street Program. Martinsburg was officially designated a Main Street Community in 1992. The purpose of the program is to assist the community in revitalizing the downtown commercial district through historic preservation and economic redevelopment. Being one of twelve Main Street Communities in West Virginia, Main Street Martinsburg receives strategic planning, technical assistance, and leadership from the state program, Main Street West Virginia. Through Main Street West Virginia, Main Street Martinsburg offers technical planning, organizational and training assistance, and design assistance services for building façade improvements and maintenance.

Assignments will primarily be during the week, with some evening and weekend hours for special events, meetings, etc. Tasks will include:

- Downtown walking tour utilizing the Clio app
  - Implementation (if not completed by prior AmeriCorps member by August 2019)
  - Doing updates as needed
- Preservation outreach to colleges and universities: organize and lead site visits and walking tours of architecturally significant downtown buildings, most likely for classes from Shepherd University and Shenandoah University
- Scheduling and managing volunteers for Main Street Martinsburg's events, such as Fridays@Five, Chocolate Fest & Book Faire, Farmers Market, Chili Cook-Off, and Christmas activities.
- Mini-mural renovation implementation

- Contacting the unpaid artist and scheduling removal of current murals and attachment of renovated murals
- Adding murals to walking tours
- Writing press release
- Updating website and social media upon completion
- Building mural project: work closely with the executive director, project manager, historic preservation review commission, city departments and marketing to implement this project, which utilizes unpaid artists and previously-selected historic buildings
- Creating a volunteer database
- Updating website and brochures
- Updating membership database
- Updating the downtown building inventory, as needed

### **Old Hemlock Foundation**

**Site Supervisor:** LeJay Graffious

**Bruceton Mills (Preston County)**

[www.oldhemlock.org](http://www.oldhemlock.org)

*Bruceton Mills is a small, rural town in North-Central WV with approximately 100 people. It is located along Interstate 68 within easy commuting distance of Morgantown, the state's third-largest city.*

The Old Hemlock Foundation (the Foundation) is a 501c3 nonprofit organization and educational foundation. Its mission is to maintain and preserve the 1782 home of George Bird Evans and the 233 acres of woodlands with 20 acres of virgin hemlock, as well as to promote his writings and philosophy of hunting. It functions as a Study House, an alternative to a Museum House. It serves as a laboratory for students of all ages in the areas of literature, ecological studies, art history, and historic preservation.

Note: At Old Hemlock, the site stewards have two indoor dogs from the Old Hemlock Line of English Setters, as well as an indoor cat. Applicants for this service opportunity should be comfortable with the idea of working around indoor pets.

The member will serve primarily during the week, with some weekend activities. Duties will include:

- Collection management and archiving, utilizing PastPerfect software
- Oral history recording, transcribing, and editing for online viewing
- Volunteer management system development, as well as volunteer recruitment, management, and mentoring
- Develop partnerships with colleges, public schools, and professional organizations
- Museum services such as exhibit development and docent training
- General maintenance and cleaning of collections (as needed)
- Act as a docent for tours
- Assist with assessing desirability of potential gift shop products and design of objects
- Repoint windows at Old Hemlock (if time allows): potential Civic Service Project

- Paint windows and frames on exterior of Old Hemlock (if time allows): potential Civic Service Project

### **Pocahontas County Bicentennial Commission**

**Site Supervisor:** Cara Rose

**Marlinton, Pocahontas County**

<http://celebratepocahontas200.com/>

*Located in a rural area in WV's eastern Potomac Highlands region, Marlinton is a small, active town of approximately 1000 people. It is the county seat, with Pocahontas County having around 8000 people; popular county attractions include Cass Scenic Railroad State Park, Green Bank Observatory, and Snowshoe Mountain Resort. The closest city is Lewisburg, about an hour away, with around 4000 people and urban/suburban amenities.*

The Pocahontas County Bicentennial Commission is a group of citizen volunteers appointed by the County Commission to plan, coordinate, and carry out the county's 200<sup>th</sup> birthday celebration in 2021-2022. The commission will facilitate "Premier Events" that enhance the celebration – kick-offs, special events / significant date ceremonies, etc. It will encourage a broad range of activities sponsored by multiple groups across the county, highlighting various periods of Pocahontas County history; the majority of programming should come from the community.

The goals of the Bicentennial Commission are:

- Publicize and showcase Pocahontas County's bicentennial history
- Commemorate specific dates of significance which led to the creation of Pocahontas County
- Implement premier events
- Foster partnerships with county groups and organizations
- Stimulate tourist traffic, engage visitors, and enhance the visitor experience
- Foster K-12 local education and stimulate interest and discussion in early pioneer history

The member will have an office space with the Pocahontas County CVB in Marlinton but will travel all over Pocahontas County. Tasks include:

- Public outreach
  - Handle communications with local clubs, festivals, businesses, and organizations – ensuring participation. Includes giving presentations introducing the celebration.
  - Facilitate partnerships
  - Write regular articles for the local media (newspaper and radio)
- Develop the event list for the official program, as events are submitted
- Communicate with potential sponsors and facilitate sponsorships and (non-federal) funding for the celebration's premier events. (Sponsorship/fundraising activities not more than 10% of member time.)
- Attend monthly Bicentennial Commission meetings

### **Pocahontas County Opera House**

**Site Supervisor:** Brynn Kusic

## **Marlinton, Pocahontas County**

<http://www.pocahontasoperahouse.org/>

*Located in a rural area in WV's eastern Potomac Highlands region, Marlinton is a small, active town of approximately 1000 people. It is the county seat, with Pocahontas County having around 8000 people; popular county attractions include Cass Scenic Railroad State Park, Green Bank Observatory, and Snowshoe Mountain Resort. The closest city is Lewisburg, about an hour away, with around 4000 people and urban/suburban amenities.*

The Pocahontas County Opera House Foundation was formed in 1998 to manage programming for the century-old Opera House, which had reopened in 2000 following restoration to its original function as a performance venue and community space. Its mission is to be the cultural heart of the community. Its goals are to preserve and perpetuate the Pocahontas County Opera House as a cultural center for county residents and visitors and to enhance the quality of life through community arts, historical heritage, education, recreation, and cultural services. An intimate venue with seating for about 250, the Opera House is part of PAWV's West Virginia Historic Theatre Trail.

The AmeriCorps member will serve mostly during the week, with some evening and weekend activities. Tasks will include:

- Recruit and coordinate volunteers for routine maintenance and cleaning, event setup, production/facilitation of community events, and historical tours. Work with the Board committees of the Opera House Foundation to increase the use of volunteers. These committees include Youth Initiative, Building, Sound, Marketing, Fundraising, and Board Development.
- Coordinate new and continuing events, especially those related to community arts or WV heritage, to expand audience demographics and cultural/community use of the facility. These include the Murder Mystery Dinner Theater Production (October), the Martin Luther King Celebration (January), and the Season Preview Party (June).
- Maintain and develop partnerships as Opera House Liaison with the Historic Landmarks Commission, the Pocahontas County Historical Society and Museum, WV Historic Theatre Trail, Mountain Music Trail, Mountain Dance Trail, Pocahontas Free Libraries, Preserving Pocahontas, Discovery Junction Steering Committee, and/or similar relevant groups
- Coordinate Opera House Historic Shadow Box archival photo exhibits and installations
- Organize & digitize the archive of the Opera House restoration photos and Opera House Foundation Performance Series History; recruit volunteers and develop a plan for this archive's usage and preservation
- Organize and archive the audio library of all Opera House concerts in such a way that they can be accessible for potential radio/online programming, and work with sound technicians to continue recording ongoing performances. This can be done by identifying skilled volunteers and supervising their work.
- Coordinate with the Operations Manager regarding making necessary improvements to the building, including finishing backstage accommodations, improving accessibility and

ADA compliance, improving environmental impact and energy efficiency, and possibly increasing the usability of the kitchen space

- Help facilitate and coordinate community events and usage of the building
- Coordinate with the Town of Marlinton as plans to develop an outdoor stage and park in the lot next to the building are finalized and implemented
- Train volunteers to provide tours of the building
- Assist with the Youth Engagement Initiative to bring more students into the Opera House through partnering with local schools and utilizing the Opera House student ambassadors from Pocahontas County High School to participate in program planning and advertising
- Promote and facilitate scheduled events and rentals at the Opera House, as well as maintain/expand community outreach efforts to keep community members and civic groups connected to the Opera House events and opportunities for facility use
- Develop a manual for rentals, events, and the day-to-day operation of the Opera House

### **West Virginia Association of Museums**

**Site Supervisor:** Danielle Petrak (Morgantown) or Crystal Wimer (Clarksburg)

**Morgantown (Monongalia County) or Clarksburg (Harrison County)**

<http://wvmuseums.org/>

*The member will operate from office space either on WVU's Evansdale Campus (where board member Danielle Petrak works) or at the Harrison County Historical Society (where board member Crystal Wimer works). Moderate statewide travel will be expected and will be reimbursed by WVAM.*

The mission of the West Virginia Association of Museums (WVAM) is to serve, educate, advocate for, and enhance communications within the museum community. WVAM carries out this mission by listening to its members and serving their interests and by keeping the members informed of current standards and activities on a national scale.

The AmeriCorps member will help WVAM increase its public presence and achieve its organization goals of 1) facilitating the exchange of information and services among museums and related cultural institutions, their personnel, and their supporters; and 2) providing support, advocacy, and educational opportunities for WVAM members, and encouraging public interest and support of the broad mission of museums and related institutions in WV. The member will serve mostly during the week, with various evening and weekend activities. Tasks will include:

- Plan and execute WVAM workshops at sites throughout WV on various topics relating to museums and related cultural resources
- Assist with planning and executing WVAM's annual conference (held in March)
- Assist with managing WVAM membership, including helping with membership drives and increasing outreach to WV museums and related cultural institutions.
- Assist with publishing biannual WVAM newsletters and monthly email blasts with news and events, including:
  - develop ideas for articles
  - locate and enlist people to contribute articles

- write articles
- assist with designing and distributing newsletters
- Assist with managing WVAM’s website and social media – maintain and update member information on the WVAM website; collect and post member news and WVAM news on WVAM’s website and on WVAM’s Facebook page. Timeframe: Throughout the year.
- Locating and applying for (non-federal, project-specific) grant opportunities for WVAM (no more than 10% of member time)

**West Virginia & Regional History Center – WVU Libraries**

**Site Supervisor:** Lori Hostuttler

**Morgantown, Monongalia County**

<http://wvrhc.lib.wvu.edu/>

*Note:* This service opportunity is primarily geared toward WVU students, but others are also welcome to apply.

The West Virginia & Regional History Center (WVRHC) is the archives and special collections division of West Virginia University Libraries and is the foremost research library for all topics relating to West Virginia and central Appalachia. The mission of the Center is to acquire, provide access to, and preserve information resources in all formats which elucidate the history and culture of the state and region. Additionally, the WVRHC preserves selected information resources beyond the state and regional scope, such as the Rare Book Collection and the International Association of Identification collection. The Center’s holdings contribute to the teaching, research, and service mission of West Virginia University and are open for research by the general public.

The member will be working with the collection of Dr. Emory Kemp – a WVU Professor Emeritus of History and Civil Engineering who co-founded the Preservation Alliance of West Virginia – and related collections. The Kemp collection is large (over 300 boxes) and relatively complex; its preservation, processing, arrangement, and description has been ongoing since 2017 by previous AmeriCorps members, who also created a summer 2019 exhibit on Kemp’s work. In the next service year, the service member will complete those in-progress activities and then extend them to the collection of the WVU institute that Kemp founded, the Institute for the History of Technology and Industrial Archaeology (IHTIA), as well as to other identified collections that have industrial, technological, and historical significance.

The AmeriCorps member will have office space in the WVRHC’s processing area, located inside WVU’s Downtown Campus Library. The member will serve during the center’s standard operating hours. Tasks will include:

- Complete any preservation, processing, arrangement, and description of the Kemp Collection, as needed.
- Undertake preservation assessment and physical processing of materials for the IHTIA collection and other identified collections, including:
  - Evaluating for fragility

- Removing staples and clips
- Rehousing to archival folders and boxes
- Labeling folders and boxes
- Undertake arrangement and description of IHTIA and other identified collection materials, including:
  - Intellectual arrangement into record series
  - Writing descriptive statements for the online finding aid that explain the contents of the collection at either the container or folder level
  - Writing biographical and historical notes to enhance the finding aid as needed.
- Recruit volunteers to assist with basic tasks.
- Oral history duties:
  - Continue transcription of Kemp oral history interviews as needed
  - Collect additional materials
  - Conduct interviews with relevant parties as opportunities arise
  - Transcribe any additional interviews
- Identify Kemp collection materials for future physical exhibitions and pursue venues and collaborations for exhibitions.
- If time allows: Plan for the exhibition of materials including writing labels, creating reproductions, and developing promotional materials as needed.
- If time allows: Identify materials for potential digital collection
- If time allows: Digitize materials and create metadata for digital collection

## QUESTIONS

If you have any questions, contact:

Danielle Parker  
 Preserve WV AmeriCorps Program Director  
 Preservation Alliance of West Virginia  
[www.pawv.org](http://www.pawv.org)  
[dlapresta@pawv.org](mailto:dlapresta@pawv.org)  
 304-345-6005  
 (No snail mail, please.)