

Preserve WV AmeriCorps 2019-2020 Sites and Service Descriptions (updated August 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)

- Friends of Happy Retreat (Charles Town)
- New River Gorge National River – National Park Service (Glen Jean)

Half-time (900 hour)

- Friends of Monroe / Monroe Tourism (Union)
- International Mother's Day Shrine (Grafton)
- Pocahontas County Opera House (Marlinton)

Accelerated half-time (900 hour) with a service term of December 2019/January 2020 to August 30, 2020.

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.)

- 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)

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.

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.)

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

Friends of Monroe / Monroe Tourism

Site Supervisor: Paulette Kirby

Union, Monroe County

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

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

Preservation Alliance of West Virginia

Site Supervisor: Danielle Parker

Elkins, Randolph County

<http://www.pawv.org>

<https://wvnewdealtrail.com/>

<https://wvhistorictheaters.com/>

PAWV's mission is to preserve West Virginia's historical and cultural resources for current and future generations through education, advocacy, preservation skills, outreach, heritage tourism development, and the West Virginia Endangered Properties Program. The purpose of the Endangered Properties Program is to provide technical assistance to historic site stewards working to save and re-use (or continue the use of) a historic asset that may be lost due to demolition, neglect, or other factors.

PAWV also manages the West Virginia Historic Theatre Trail and the New Deal Trail, both of which are statewide thematic tours of historic sites. The Trails were born in 2010 following a 2007 Preserve America grant award to the West Virginia Division of Culture and History's State Historic Preservation Office (SHPO), in partnership with PAWV, to develop statewide thematic tours to encourage heritage tourism in communities throughout the state.

The member will be assigned to PAWV approximately 25-30 hours per week and will have an office space at the Darden House in Elkins, PAWV's official office. For PAWV service, the member should expect to travel statewide, and travel will be reimbursable. The member will be required to participate in weekly conference calls with PAWV staff and bi-weekly/monthly conference calls with various PAWV board committees, as well as to attend PAWV's quarterly, in-person board meetings at various locations. The member also will be required to attend and assist with PAWV events across the state. Duties will include:

- Update both trail websites, as needed
- Promote Trail members' social media content weekly on social media
- Update or create new interpretational and promotional materials for Trail sites
- Develop monthly newsletters for PAWV's members using the mailchimp account
- Assist with the planning and implementation of the PAWV's conference to be held April 30 - May 2, 2020, and oversee volunteer management for the success of the event
- Recruit and manage volunteers for PAWV events
- Maintain communication with Endangered Property stewards for continued support, identifying preservation needs and how PAWV may support the stewards by planning volunteer preservation work days, etc. This may involve planning and coordinating a volunteer preservation work day.
- Coordinate PAWV committees by scheduling meetings, taking notes, and following up on action items
- Plan at least one historic preservation educational event in addition to the conference

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

WVU Jackson's Mill

Site Supervisor: Dean Hardman

Weston, Lewis County

<https://www.facebook.com/WVUJacksonsMillFarmsteadandHeritagePrograms/>

The Jackson's Mill Heritage Area is part of the Jackson's Mill State 4-H Camp Unit of the West Virginia University Extension Service. WVU Jackson's Mill Farmstead and heritage programs offer affordable on- and off-site public tours and educational programming on frontier life. The mission of the Heritage/Historic Area (Farmstead) is to provide programming primarily for youth, but also for adults, that teaches about heritage arts used and performed in the pre-Civil War (~1800–1850) Appalachian region.

The Heritage Area at Jackson's Mill consists of four historic buildings and several reconstructions representing life in the region during the 1800s. The Heritage Area (Farmstead)

was the family home of the prominent Jackson family. The site included a gristmill which still exists as a museum. Jackson's Mill was also the boyhood home of Confederate General Thomas "Stonewall" Jackson. The current area also includes Blaker's Mill (which is a 1790s, working, water-powered grist mill), two pioneer cabins, and a heritage arts classroom space.

The Preserve WV AmeriCorps member will provide services predominantly at the Heritage Area approximately 40 hours per week. This will include weekdays, weekends, and some holidays, as the schedule shifts throughout the year. The Preserve WV AmeriCorps member will have an office space at the Registration Building. The member's duties will include:

- Conducting tours onsite for visitors, school groups, etc.; dealing with the public in a friendly and informative manner
- Demonstrating and conducting hands-on programs of heritage trades – which will include the grinding of grains in a historic water-powered gristmill, as well as heritage gardening. Other historic trades may include blacksmithing, candle making, and/or rope making.
- Providing assistance with special events – such as the Jackson's Mill Jubilee, Winter Lights, Harvest Time at the Mill, and others
- Electronic cataloging of the historic photographs collection utilizing PastPerfect software (during the winter months when the Heritage Area is closed to the public)
- Aiding in the creation of new exhibits and labels
- Ensuring that storage of artifacts is stable and that artifacts are maintained
- Building up volunteer program, rewards, and scheduling
- Aiding in marketing for Jackson's Mill and its historic programs, such as making presentations to local clubs and strengthening media ties

QUESTIONS

If you have any questions, contact:

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