

## ANNUAL CHECK OFF: HISTORIC INTERPRETER

VOLUNTEER NAME: \_\_\_\_\_ CHECK-OFF DATE: \_\_\_\_\_

COMPLETED QUIZ: \_\_\_\_\_ COMPLETED HISTORIC FARM LAYOUT (BUILDINGS & FIELDS) QUIZ: \_\_\_\_\_

QUESTIONS FOR REVIEW:

INTERPRETIVE SKILLS	DATE COMPLETED	STAFF LEAD/TRAINER INITIALS	NOTES
Ability to convey basic historic information about the farm and family history			
Knows, and can convey, the layout of Carriage Hill MetroPark and the Historic Farm to orient a visitor to areas within the park.			
Knows the layout of the Historic Farm and can identify structures and their purpose.			
Ability to identify the contents (components) of the house and summer kitchens.			
Ability to answer questions about the flow and purpose of the spaces in the house and kitchens within the farm.			
Understand and convey basic concepts of cooking in 19 <sup>th</sup> Century.			
Can identify basic farm implements and equipment			<i>(plow, manure spreader, wagon, steam engine)</i>
Knows the role of the blacksmith shop at the farm, its contents, and can share information with visitors.			<i>(hammer, forge, anvil, blower)</i>
Knows the role of the woodshop at the farm, its contents, and can share information with visitors.			<i>(treddles, plane, saw)</i>
Can identify the farm animals and convey the purpose on the farm			
Understands the power on the farm and can give at least 3 examples			
Comfortable interacting with visitors of various backgrounds without direct supervision.			
Understands how to “read” the visitor, able to direct for their			

primary need, and communicate information in an appropriate manner.			
Knows, and when needed, can convey the farm etiquette with visitors with good customer service.			
Is aware of the seasonal programs and activities on the farm.			
Ability to communicate seasonal activities and how they relate to the farm and farm history.			<i>(Ice Harvest, Traditional Butchering, Maple Sugaring, Sorghum Day, Biscuit Day Christmas on the Farm)</i>
Can convey the basic mission of MetroParks and some of the various parks with facilities or interest points of visitors.			
Understands, and can convey, how MetroParks is funded			
<b>SAFETY</b>	<b>DATE COMPLETED</b>	<b>STAFF LEAD/TRAINER INITIALS</b>	<b>NOTES</b>
Knows the location of the fire extinguishers in each building.			
Knows the the location of the first aid kits.			
Understands what to do in case of a difficult situation with a visitor.			
Understands what to do in case of a health emergency.			
Is aware of personal safety cues, and agreed upon "help me" phrase.			

**ADDITIONAL COMMENTS:**

**VOLUNTEER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STAFF NAME:** \_\_\_\_\_ **STAFF SIGNATURE:** \_\_\_\_\_