

# Volunteer Application

First Name:	Last Name:
Address:	City/Province:
Postal Code:	Cell:
Telephone:	Email:
Application Type (please circle):	Youth Program (age 15-18) / Volunteer Program 18+

When are you available to volunteer ?	Tuesday	
9am - 12pm	Wednesday	
12pm - 3:30pm	Thursday	
Other:	Friday	
	Saturday	
	Casual/as needed	

Please circle the area of the Art Centre are you interested in? (see job descriptions for more details)

Education Assistant	Reception Desk	Special Event Assistant
Maintenance	Media and Promotions	Board Committees

Please check any special skills you have:

Children/Education <input type="checkbox"/>	Events <input type="checkbox"/>
Customer Service <input type="checkbox"/>	Languages <input type="checkbox"/>
Computer <input type="checkbox"/>	Office <input type="checkbox"/>
Retail <input type="checkbox"/>	Exhibitions <input type="checkbox"/>
	Other (describe) <input type="checkbox"/>

Do you have volunteer experience? Yes / No

Do you have experience in the arts or at a Museum/Gallery/Art Centre? Yes / No

If yes, please describe: \_\_\_\_\_

Company/Organization	Company/Organization
Dates volunteered or worked	Dates volunteered or worked
Duties	Duties
Supervisor / Phone Number	Supervisor / Phone Number

I certify that the above statements are true, and if found to be incorrect, I agree to resign immediately upon request without protest. I authorize the St. Thomas—Elgin Public Art Centre to verify these statements, and I authorize my supervisor to furnish any relevant information. If a position may not be available at this time, I release the Art Centre from any liability of failure to notify me of future availability.

Applicant Signature:	Date:
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**To help us ensure your safety:**

To help us allocate you and appropriate work: please tell us of any: (please use space provided below)

Medication that you are taking that a First Aider or Doctor would need to be aware of?

Activity you may find difficult for health or other reasons?

Other information we may need to ensure your safety e.g. hearing or vision difficulties, ability to communicate or understanding instructions.

Who should we contact if you are taken ill while volunteering?

Name	Home telephone	
Relationship to you:	Work telephone	Cell Phone

# Youth Volunteer Program for High school Students



## INFORMATION ON VOLUNTEER OPPORTUNITIES AT THE ST. THOMAS - ELGIN PUBLIC ART CENTRE

Get your community Service hours quickly while having fun! The St. Thomas - Elgin Public Art Centre has great volunteer opportunities that are fun and rewarding. If you love working with young people and enjoy the arts then we probably have something for you! All you have to do is complete the application and ensure that a parent, a teacher, and you sign the back of the form. Make sure you submit the application in person or by mail and after that you'll get a call from the Art Centre to talk about our options!

## APPLICATION ACCEPTANCE

All volunteers applying to this program will be contacted by a representative of the Art Centre. Select candidate will be invited to participate in a personal interview.

Acceptance into the program is at the sole discretion of the St. Thomas - Elgin Public Art Centre. Unfortunately, not every person who applies will be accepted.

## TRAINING REQUIREMENTS

All youths accepted as volunteers will receive training prior or on the job commencing their volunteer activities.

## DRESS CODE & GROOMING STANDARDS

In your volunteer work, you will be meeting and greeting the public and working with young participants in our programs. As an official representative of the Art Centre, all volunteers, while on duty, must project a positive and professional image with respect to hair, beards, body piercing, jewellery, makeup and general personal hygiene and grooming. Currently students will be required to wear:

-A name tag provided by the St. Thomas - Elgin Public Art Centre.

-Clothing that is casual but professional  
(no torn clothing, club wear, short shorts or revealing clothing)

-A smock or t-shirt of your own that will protect your clothing while you are assisting with set-up and clean-up of messy art projects.

## VERIFICATION OF VOLUNTEER SERVICE

Upon completion of service, the St. Thomas - Elgin Public Art Centre will complete the appropriate forms and mail them to the Student Volunteer along with a letter recognizing training and volunteer service.

### For more information visit:

St. Thomas - Elgin Public Art Centre, 301 Talbot Street, St. Thomas, ON. N5P 1B5 519-631-4040

OR contact:

Volunteer Coordinator

519-631-4040 [info@stepac.ca](mailto:info@stepac.ca)

[stepac.ca](http://stepac.ca)

# Youth Volunteer Program for High school Students



## Summer Camp Assistant

As a member of the Summer Camp Team, Volunteers assist instructors with programs for children ages 4-14. They are integral to our promise of superior customer service and excellence in programming.

-Assist instructors with studio set-up and clean-up

-Assist with program activities

-Help to provide supervision for camp participants ages 4 - 14 years.

## Approximate Hours

Summer: up to July and or August (70 hours consecutive week)

March Break: up to 35 hours (one week)

## Minimum Age

For this program, all students must be at least 15 years old.

## Program Dates:

March Break: Set by the Thames Valley District School Board

Summer: July & August

## Seasonal Class Assistant

As a member of the Seasonal Class Team, Volunteers assist instructors with programs for children ages 4-14 years. They are integral to our promise of superior customer service and excellence in programming.

-Assist instructors with studio set-up and clean-up

-Assist with program activities

-Help to provide supervision for camp participants ages 4-14.

## Approximate Hours

Winter Session: up to 6 Saturdays (hours vary) 1.5 - 2 hours per Sat.

Spring Session: up to 6 Saturdays (hours vary) 1.5 - 2 hours per Sat.

Fall Session: up to 6 Saturdays (hours vary) 1.5 - 2 hours per Sat.

## Minimum Age

For this program, all students must be at least 15 years old.

## Program Dates:

Winter Session: January to March

Spring Session: April to May

Fall Session: November to December