

# Teen Work Study Volunteer Program

We appreciate your interest in volunteering at the Toledo Museum of Art through the Teen Work Study program. Please read through the following information to learn about the role of a Teen Work Study volunteer and the application process.

## What is the Teen Work Study program?

Teens ages 14-18 have the opportunity to serve as classroom assistants for children's classes grades K-5. In exchange for their semester-long commitment, they receive one teen art class free of charge that same semester.

## Volunteer Responsibilities

- Support the educational experiences of students by assisting with group and individual art projects in youth art classes.
- Help with opening duties, such as checking to see that there are enough stools for the incoming class(es) and workspaces are clean and uncluttered, and assisting with preparing materials needed.
- Greet the students and assist the instructor in getting the students seated and prepared for class. Once the students begin their projects, join the instructor in assisting the students.
- Help to monitor supplies during class, assist instructor by retrieving any additional supplies as needed.
- Assist the instructor when taking students into galleries and help to monitor student behavior in the galleries.
- Help students organize their work to be taken home with them when applicable.
- After the students have left, assist instructor with storing materials and classroom cleanup.

## Application and Selection Process:

Interested teens are welcome to apply for the Teen Work Study program by completing the application form. All candidates must also include a statement of interest to explain why they are interested in volunteering with the program.

Qualified applicants will be invited to participate in a brief interview. Following the interview, selected candidates will be offered a place in the program contingent on passing a criminal background check.

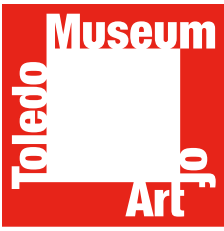
Being selected as a volunteer does not guarantee continued participation in the program in future semesters. Any previous volunteers interested in continuing to volunteer for future semesters must notify the Studio Programs Manager in order to be considered for continued volunteership.

### Questions and completed applications may be submitted to:

Sara Daniels  
Studio Programs Manager  
sdaniels@toledomuseum.org  
419.255.8000 ext. 7363  
419.255.5638 fax

### If submitting application by mail:

Toledo Museum of Art  
Attn: Sara Daniels  
P.O. Box 1013  
Toledo, OH 43697



# Volunteer Application

## Teen Work Study Volunteer

### Applicant Contact Information

Applicant's Full Name \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Additional Phone \_\_\_\_\_

Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Excluding traffic citations, have you ever been convicted of a crime or are there any felony charges pending against you?\*  Yes  No

If yes, list where, when and the nature of the offense: \_\_\_\_\_

\*Answering yes to this question will not automatically result in you being denied volunteering opportunities

### Demographics (Optional)

White  Hispanic or Latino  African American  Asian  American Indian  Middle Eastern  Pacific Islander  Multiracial

Gender \_\_\_\_\_

### Schedule Availability and Course Interest

Preferred volunteering semester:  Fall  Winter/Spring  Summer Camps

Preferred volunteering session:  Session One  Session Two

1st choice free class credit: Course Name \_\_\_\_\_ Course Code \_\_\_\_\_

2nd choice free class credit: Course Name \_\_\_\_\_ Course Code \_\_\_\_\_

### Educational and Interest Areas

School \_\_\_\_\_  
Name \_\_\_\_\_ Area of Study \_\_\_\_\_ Grade/Graduation Year \_\_\_\_\_

Languages (Speak \_\_\_\_\_) (Write/Read \_\_\_\_\_)

Please describe any previous experience you have had working with children: \_\_\_\_\_

### Statement of Interest (Required)

On a separate page, please explain why you are interested in volunteering with the program. Attach with application form.

*By signing below, I certify that I have read and understand the teen work study volunteer responsibilities and selection process and that the information contained in this application and attached statement of interest is correct to the best of my knowledge. I understand that false or misleading information is grounds for refusing to accept me as a volunteer or will result in immediate termination if offered a volunteer position.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_