



# Volunteer Application Teen Work Study

Today's Date \_\_\_\_\_ Museum Member? Yes No Birth Date \_\_\_\_\_ (xx/xx/xxxx)

Name: \_\_\_\_\_  
First M.I. Last

Address: \_\_\_\_\_  
Number Street Apt#

\_\_\_\_\_ City State Zip Code

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name/Relationship Phone number other than Home number

**Have you ever been convicted of a crime, or are there any felony charges pending against you?\* yes or 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

## Educational and Interest Areas

High School \_\_\_\_\_

Name Area of Study Grade/Yr. Graduated

Preferred volunteering semester (circle): Fall Winter/Spring Summer

Preferred volunteering session (circle): Session One Session Two Both

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

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

## General Interest Areas

\_\_\_ Drawing \_\_\_ Painting \_\_\_ Sculpture \_\_\_ Other (please specify): \_\_\_\_\_

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

\_\_\_ Good with young children \_\_\_ Good with elementary school-aged children \_\_\_ Good with junior high-aged children

\_\_\_ Previous experience with children: \_\_\_\_\_

\_\_\_ Other (please specify): \_\_\_\_\_

## Application Check List

**Please ensure that the following materials have been completed before submitting your application:**

- \_\_\_ Volunteer Application–Teen Work Study Volunteer form
- \_\_\_ Statement of interest (on a separate page, please explain why you want to be a Teen Work Study Volunteer)
- \_\_\_ Recommendation or letter of reference (written by a teacher, coach, youth organization leader or similar person)

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

Jennifer Cantley, Studio Programs Coordinator | [jcantley@toledomuseum.org](mailto:jcantley@toledomuseum.org) | (419) 255-8000 ext. 7363



# 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 the instructor with preparing materials needed.
- Greet the students and assist the instructor in getting the students seated and prepared for class. The instructor will manage the students and provide lesson plans. 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 as well as one recommendation letter or letter of reference written by a teacher, coach, youth organization leader, or similar person.

## Questions and completed applications may be submitted to:

Jennifer Cantley, Studio Programs Coordinator  
jcantley@toledomuseum.org | (419) 255-8000 ext. 7363

Qualified applicants will be invited to come to the Museum with a parent/guardian for a brief interview. Following the interview, final candidates will be offered a place in the program and a volunteering schedule will be determined.