



The River Performing and Visual Arts Center

Serving children with special needs since 1996

Volunteer Information

Spring 2010

If you are applying for either the Artist or Program Assistant positions, please complete the four steps below for a simple and easy application process.

- Complete and submit a Volunteer Application Form.
- Please RSVP and attend a volunteer orientation and training.
- Complete and submit your commitment letter.

Responsibilities of Artist Assistants

- ◆ Assist the Teaching Artists with the instruction plan for the day.
- ◆ Assist with set-up and clean up of your classroom.
- ◆ Assist with escorting children to their classrooms.
- ◆ Work with and encourage the children to achieve their creative ideas and goals.
- ◆ Help with distribution of materials for class.
- ◆ Be flexible, working with children can mean a change of original plans.
- ◆ Sign in and out each time as it is important for The River to track volunteer hours.
- ◆ Wear a name badge on your upper torso and always wear a volunteer t-shirt. This will help the staff, children, parents and other volunteers to easily identify you when help is needed.
- ◆ Arrive early to assist the teaching artist to setup, welcome children and escort them to class.
- ◆ Get scheduled by communicating with the office as to which days you are available to start. You can e-mail The River at info@TheRiver.org or call us at 713-520-1220 to work out your schedule for the semester. ***If you are unable to work during your scheduled time, it is your responsibility to contact our office at 713-520-1220.***

The River is a loving, caring and supportive organization; we do not discriminate based on ability. Classes are divided into different age groups which allow children to be with peers their own age. The children are encouraged to be creative and it is our goal to help them achieve their potential.

All Volunteers must be at least 15 years of age unless accompanied by a parent or guardian.

VOLUNTEER APPLICATION

I. GENERAL INFORMATION (Please print all information)

Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Fax: _____ E-mail Address: _____

DOB _____ SS# _____ DL# _____

Occupation/ Title: _____

Please list your volunteer and work experience below.

Company Name	When you worked	Phone Number	Brief description of experience

The following information is not required, but would help Then River when applying for certain grants:

SEX: Female Male

ETHNICITY: Caucasian African-American Hispanic Asian Native American Other _____

Highest Level of education completed: _____

School: _____ Area of Study _____

How did you learn about our volunteer program? _____

Are you volunteering to fulfill a professional requirement? ___ Yes ___ No

Are you volunteering to fulfill a class requirement? ___ Yes ___ No

If yes, how many hours are you required to complete? _____ By when? _____

What languages do you speak? ___ English ___ Spanish ___ Other _____

Please list any special skills or certifications you may have: _____

If you are 18 years or younger, please fill out the following:

Parent/Guardian Name:		
Phone/Cell Phone:		
Parent's Employer:		
Parent's Work Phone:		

