



## 2016 Summer in the Studio Volunteer Guidelines and Background Screening

Volunteering at the Coral Springs Museum of Art is a stimulating, educational and rewarding experience. Our volunteers play an important role in the “behind-the-scenes” activities of Museum life. You will be able to meet artists, assist the instructors in their classes, assist with camp exhibitions, and help with special events, programs and activities.

**IMPORTANT! FL State Statute 409.175 requires all summer camp volunteers to be screened for Level 2 background check for Florida Department of Children and Families. All volunteers must be screened prior to June 13, 2016. See details at [www.dcf.state.fl.us/programs/backgroundscreening/faqs\\_camps.shtml](http://www.dcf.state.fl.us/programs/backgroundscreening/faqs_camps.shtml)**

### GUIDELINES:

- **COMMIT TO YOUR SCHEDULE** – Call us right away if you can’t come or if you’ll be late. We’re counting on you!
- **EMAIL** - All notifications will be made by email. Check your email regularly in case changes occur.
- **BE ON TIME** - Come in time to set up and be ready to assist your instructor and campers.
- **SIGN IN** – Upon arrival, sign in at the front desk to log your hours. List your time in ¼ hour increments, example – 9:00 is 1 hour, 9:15 is 1.25 hour, 9:30 is 1.5 hour etc. At sign in you will receive your assignment and name tag. Name tags must be worn at all times in the building.
- **SERVICE HOURS** – Each volunteer is responsible to bring and maintain service hour forms each day. Service hours are awarded based upon time worked, not time scheduled. Staff at the Guest Services Desk will sign the form, not the Instructor.
- **CELL PHONES** – The use of cell phones is strictly **prohibited** during your shift. Cell phone use is grounds for dismissal. In the event of an emergency, parents should call the Museum at (954) 340-5000.
- **DRESS CODE** - You are an example and also represent the Museum. Your attire can be casual but must be school and/or work appropriate. Inappropriate attire will **not** be permitted. Dress in work clothes you won’t mind spattered with paint or other art mediums.
- **FIRST AID** - There is a first aid box in both classrooms. First aid is located on the countertop on the right-hand side in the downstairs classroom and by the sink in the upstairs classroom.
- **ASSISTING YOUR INSTRUCTOR** – Report to your assigned area and introduce yourself to your instructor. Your instructor will guide you through the help needed. Be sure to follow directions carefully.
- **SET UP** – Assist your instructor with the set-up of the classroom. Kraft paper should be rolled onto the tables and used throughout the week if possible. Replace the paper if it becomes necessary.
- **SUPPLIES** – Advise your instructor if you see we are running low on any particular supply.
- **RETURN THINGS** – It is your responsibility to return materials to the area they are stored.

- LEAVING YOUR ASSIGNED AREA – Make sure you ask permission if leaving the classroom or assigned area. Advise the instructor where you are going.
- ASSISTING CAMPERS IN CLASS - Pay attention to instructor's instructions so you know how to help the campers. Assist and help but do not do their art for them. During quiet times – observe, walk around and pay compliments on the campers' work, show enthusiasm and always be positive!
- BREAKS – Campers have a 15-20-minute snack break during their session. Volunteers are required to supervise camper snack breaks. Ask your instructor where campers should have their break. Campers requiring a bathroom break should be escorted to the restroom and returned to the classroom by the volunteer assigned to the classroom.

#### CHILDREN SHOULD BE SUPERVISED AT ALL TIMES:

- INJURIES - Inform the instructor, Education Manager, or Guest Services Desk immediately. Accident reports need to be filled out. First aid kits are located in both classrooms.
- SNACK TIME OR RESTROOM TRIPS – Be responsible. Take a head count. Make sure you come and go with the same number of children. Wait by the sink area for the campers in the restrooms.
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- ROLE MODEL – As a Teen Volunteer you are a role model for campers. They look up to you and watch your behavior.
  - Serve as a positive role model for campers.
  - Maintain a safe and fun environment.
  - Demonstrate respect for the classrooms and the galleries
  - Provide dependable support for instructors and staff.
- NOONTIME SUPERVISION LOCATION - Lobby
- SNACKTIME/LUNCHTIME SUPERVISION -
  - Keep a watchful eye for the camper's safety and behavior.
  - Campers may not run around in the lobby or play on the stairs.
  - All snack wrappers should be thrown in the trash.
  - Assist campers in carrying lunches and snack down stairs, or use the elevator if necessary.
  - Volunteers should continue to take head counts and know the whereabouts of the campers.
  - Board games, playing cards and books are available to entertain campers during noontime break.
- CLEAN UP – a **MUST** prior to leaving
  - Be sure chairs and work area are cleaned.
  - Empty full garbage containers. Always replace trash bag. Ask instructor for trash bags.
  - Sweep floors – remove scraps, debris, etc.
  - Empty pencil sharpeners.
  - Supplies – scissors, brushes, markers and crayons are cleaned and properly stored.
  - Markers and Glue Sticks – Caps on and returned to containers.
  - Brushes must be washed with soap and water and dried before putting away.
  - Clean sinks and counters with appropriate cleansers and dry.
  - Remove any debris from drain.
  - Ceramics volunteers will receive specific instruction in the Clay Room.
- DROP OFF, PICK UP AND PARKING - Parents may drop you off in the front. If you are driving, please park in the Center for the Arts parking lot.

**THANK YOU! We're looking forward to a fun and successful summer camp.**