

# Volunteer Application Form



## Contact Information

First Name:	Surname:
Address:	City: Province:
Email:	Postal Code:
Home Phone:	Cell Phone:
Emergency Contact Name:	Contact Number:
Date of Birth:	Youth (under 18): <input type="checkbox"/> Yes <input type="checkbox"/> No

How did you hear about Station Gallery?

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Have you previously volunteered for Station Gallery?  Yes  No

If yes, which event:

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## Areas of Interest

There are a wide range of volunteer opportunities at Station Gallery, from general office administrative work, program assistance, to event coordination. Please indicate your areas of interest (*check all that apply*):

### Art Classes, Programs & Workshop Opportunities:

- School Education School program assistance (Weekdays, 9:00AM to 2:30PM)
- After-School program assistance (Weekdays, 4:15 – 6:15pm)
- Weekend kids and youth program assistance (weekend mornings &/or afternoons)
- Weekend workshop assistance for children, youth & families
- PA Day Camp
- March Break Camp
- Summer Camp (July and August)

### General Opportunities:

- Brochure / Flyer / Letter envelope packaging & labeling
- Computer / Data Entry

### Special Events Opportunities:

- Pop-up Studio assistance for off-site community events (ie: Harvest Festival, Pickering ArtFest, etc.)
- Special in-house events (ie: Drawing for Art, Thursday Night Live etc.)

### Marketing & Communications Team:

- Photography
- Social Media assistance
- Fundraising

Other? \_\_\_\_\_

## Volunteering with Station Gallery

When are you available?

Weekdays (9-4pm)

Yes

No

Weekday evenings (4-9pm)

Yes

No

Weekends (10am-4pm)

Yes

No

Comments:

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Are you looking to generate volunteer experience towards your secondary school community service hours?  Yes  No

Please list any personal skills/ school, volunteer or work experiences that you feel are relevant:

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What do you personally hope to achieve by volunteering at Station Gallery?

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Do you have any allergies or medical issues that we should know about?

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### Media Consent

I give permission for my name and photograph to be used for Station Gallery promotional materials.

Yes  No

**Please note:** A police background check, with Vulnerable Sector Screening, is required for all volunteers over 18 working with children, youth, & seniors.

**Please attach your resume and return your completed application form to:**

Chelsea Frenette,  
[Chelsea.Frenette@stationgallery.ca](mailto:Chelsea.Frenette@stationgallery.ca)  
905-668-4185

## YOUR ROLES AS A VOLUNTEER



### A. Art Program Assistant (evenings & weekend mornings)

Roll up your sleeves and get your hands messy! Working alongside a professional Artist Instructor, you'll have the opportunity to guide and encourage children ages 4-16 in various art activities during after-school or weekend programs. No experience required!

Volunteers must:

- Be able to work with and take direction from an Artist Instructor.
- Be punctual and dependable – arrive at least 15 minutes prior to class start time to get information about the day's art project; be prepared to stay 15 minutes after class to help clean up.
- Assist the instructor with set-up and clean-up of studio space and materials.
- Circulate during the class to motivate and inspire participants – share your skills throughout the classroom!
- Be mature and proactive; can take initiative and can problem-solve (very important!)

### B. School Program Volunteer (weekday mornings & afternoons)

Assist our Artist Instructors to deliver amazing programs for children from kindergarten to grade 8. SG's incredible school programs connect with the Ontario curriculums and include every art form from printmaking to collaging to working with clay.

Volunteers must be comfortable working with large groups of kids

### C. Studio Tech Volunteer

Assist our artist instructors in the studio, including prepping for programs and maintaining the studios. This may include cleaning studio supplies, changing table paper and counting inventory.

Volunteers must:

- Have basic math skills
- Be comfortable using the paper trimmer, blades and Xacto knives

### D. SG Pop-Up Studio Assistant

Take creativity to the streets! Work under the SG Pop-up Tent at community events in and around Whitby and help spread the news about what's happening at Station Gallery. Get engaged in sparking creativity in children of all ages, providing materials and inspiration for interactive art activities. Must be willing to travel to different locations to promote SG and deliver an exceptional program on the go!

### E. Special Events Support

Drawing for Art, Thursday Night Live....and more! Meet new friends and have fun helping out at on-site events that raise awareness in support of arts and culture within in the community. *Various opportunities are available.*

### F. Administrative Support

Learn what Station Gallery has to offer and pass it on to others! Meet and greet visitors, provide information about current and upcoming exhibitions and programs (*training provided*).