TEEN VOLUNTEER/INTERN

Name: _____ Date _____

phone: (day):_____ (cell) _____

Address:_____

City: _____ state:_____ zip:_____

Email: _____

Current age: _____ Grade:_____ school_____

Special skills

_ Microsoft office _ Adobe:_____

__ Data Entry __ Other:_____

Please check your availability:

_ Fall _ Winter __ Spring __ Summer

Days and Time: __ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat __ Sun

Hours _____

Start date _____

Please indicate your area(s) of interest.

__ Teen volunteer: applicable for SSL

__ Internships: in conjunction with approved school internship program

Positions

__ **Office/Classroom Assistant:** Minimum requirement: 1 semester, 2 days after school

Job: Receptionist, education registrations, office work, classroom set up & clean up, material prep, restocking supplies, cleaning supplies, inventory, moving some furniture, and more.

__ **Marketing:** Minimum requirement: 1 semester, 2 days after school

Job: Some Office/Classroom Assistant work, designing flyer/posters, research, photography and more.

Familiar Programs: Microsoft Office, Constant Contact, FaceBook, Pintrest, Twitter, Adobe: Photoshop, Illustrator, & Indesign.

__ **Ceramic Tech (training for summer position):**

Job: Some Office/Classroom Assistant work, classroom training, kiln training, inventory organize & clean classroom.

__ **Glass Tech (training for summer position)"**

Job: Some Office/Classroom Assistant work, classroom training, kiln training, inventory organize & clean classroom.

Any other information you would like to share:

_____

Responsibilities

As an Intern, you would be responsible for:

- Must commit to one school semester, 3-4 months, or 2-3 month during the summer
- School year: 2-4 times a week; Summer: 3-5 times a week
- Times: 4-6 hours or after school till 6-7 pm.
- Being attentive and proactive in the classroom.
- Must make-up days missed
- Notifying VisArts office (301)315-8200 immediately if you are sick and/or unable to volunteer.
- Having no friends or family visit you at the camp facility during the camp day.
- And more…

Agreement

I understand that VisArts is a drug-free, smoke-free and alcohol-free school environment and I agree to abide by the above rules and regulations.

I, _____, the Intern, do hereby affirm and acknowledge that I have been fully informed of the responsibilities of my positions, including but not limited to the list above.

_____
Initials

Disciplinary Procedures

I, _____, the Intern, understand that if I do not follow the rules and regulations given to me, a warning will be given. Each warnings, 30 minutes will be deducted from my time sheet. If I receive more then 4 warnings, I can be asked to leave my position as VisArts Internship and only a portion of my hours can be collected.

_____
Initials

Name: _____

Signature: _____ Date: _____