

Paseo Arts Association - Volunteer Job Description
Paseo and Edgemere Educational Partnership Spectacular (PEEPS)
Art After School Program - Spring 2010



As a PEEPS volunteer, I have the ability to spend 2 hours per class over the three month period of the Paseo / Edgemere Art After School Program. It is extremely important that I arrive at the school no later than 3:40PM on the days I have signed up, to ensure sufficient supervision of the students. If I am unable to volunteer on the agreed date, I will notify the Paseo Arts Association at 918-640-4380 or 405-203-8059 immediately. In addition, I will do my best to find a substitute, understanding that finding a volunteer replacement is extremely difficult with short notice.

I will assist the art instructor in all aspects of the classroom, including, but not limited to, supervise students, assist with distribution of materials, creative support, and clean-up. I understand that there will not be more than 18 students per class.

I am aware that the Paseo Arts Association will provide a survey at the conclusion of the class that will allow students and family members to evaluate the class, the artist, and my performance.

I have read this form, agree to it, and to uphold the highest education standards and encourage students in their individual creative potential. Safety of the children is of the utmost importance and I agree to a background check upon request.

Volunteer Signature	Print Name	Date
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Email	Phone Number
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Week 1: (March 2-3)
 (K-2) – Mixed Media
 (3-6) – Painting
Week 3: (March 23-24)
 (K-2) – Wire Sculpture
 (3-6) – Photography
Week 5: (April 6-7)
 (K-2) – Photography
 (3-6) – Clay

Week 2: (March 9-10)
 (K-2) – Painting
 (3-6) – Mixed Media
Week 4: (March 30-31)
 (K-2) – Creative Writing
 (3-6) – Wire Sculpture
Week 6: (April 13-14)
 (K-2) – Clay
 (3-6) – Creative Writing

Volunteer Instructions Typical Day at PEEPS



ARRIVAL- 3:40

1. Please arrive no later than 3:40 p.m.
2. Enter the school through the south doors and sign-in at the double windows on your right.

SNACK / PLAY TIME- 3:45 – 4:15

1. Go straight, and take your first right, down the ramps, to the cafeteria.
2. Please open up two tables (or more if needed) for the kids to sit down and have their snack.
3. When the kids get to the cafeteria, have them put their backpacks and coats on the stage, and then instruct them to sit down at the table.
4. When all of the kids get there, get the snacks from the fridge on the west wall and distribute.
5. The kids usually take about 10 to 15 minutes to eat, and have them throw their trash away and sit down again at the table.
6. When everyone is done, you may play a game for 15 minutes.

ART TIME- 4:15 - 5:00

1. At 4:15, have the kids collect their coats and bags by grade, and line them up along the ramp.
2. Once everyone is in line and quiet, take them up the ramps, and up the first flight of stairs to the art room on the right.
3. Make sure the K-2 and 3-6 go to their proper rooms.
4. Have the kids put their backpacks and coats in a corner, and ask the artist if they should sit at the tables, or on the floor for instructions.
5. Ask the artist how you can help that day. Help them pass out supplies, get kid situated, help the younger kids write their names on their papers, etc.
6. If there are discipline problems, please take the following steps:
 - a. First time you have to tell them- warning
 - b. Second time- 5 minute time out in the hall
 - c. Third time- Dr. Gentry's office (by the glass windows where you signed in)

CLEAN-UP / PICK-UP- 5:00 – 5:15

1. Please help the artist during clean-up time, and help by lining the kids up at the door at 5:00 p.m.
2. Walk the kids to the front doors to be picked up by their parents.
3. If there are children left at 5:15, please take them to the front office.