



The Latcham Gallery

**FOR OFFICE USE:**

Date received:

Date Trained:

Date Interviewed:

Criminal Record Check:

## VOLUNTEER APPLICATION FORM

Please complete and send your application to [info@latchamgallery.ca](mailto:info@latchamgallery.ca); Rima Puteris, Education Program Coordinator.

### CONTACT INFORMATION

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Name

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Address

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City

Province

Postal Code

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Phone (H)

(C)

Email

Please check all that currently apply.

High School Student

Adult

College/University Student

Senior

Other (Please Specify):

### WORK AND VOLUNTEER EXPERIENCE:

What are your previous work and volunteer experiences?

Do you have any special skills that are relevant to volunteering with the Latcham Gallery?

What do you hope to get out of volunteering at The Latcham Gallery?

## AVAILABLE VOLUNTEER OPPORTUNITIES

<b>Art Instructor's Assistant</b>											
<p>This position will be responsible for the set up of activities and assisting children and the instructor. Other responsibilities might include preparing and reorganizing studio space before and after programs, assisting with research into and delivering children's activities and assisting with art activities at community events.</p> <p><i>Note: This position requires a commitment of 1 Saturday shift a month.</i></p>											
<p>Please check off all art instructor's assistant shifts you would be available for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Summer Break Camps (July/August)</td> <td style="width: 50%;">Winter Break Camps (December/January)</td> </tr> <tr> <td>March Break Camps</td> <td>P.A. Days (Fridays – Fall, Winter, Spring)</td> </tr> <tr> <td>Saturday Morning (Fall, Winter, Spring)</td> <td>Saturday Afternoon (Fall, Winter, Spring)</td> </tr> <tr> <td>Thursday Afternoon/Evening (Fall, Winter, Spring)</td> <td></td> </tr> </table>			Summer Break Camps (July/August)	Winter Break Camps (December/January)	March Break Camps	P.A. Days (Fridays – Fall, Winter, Spring)	Saturday Morning (Fall, Winter, Spring)	Saturday Afternoon (Fall, Winter, Spring)	Thursday Afternoon/Evening (Fall, Winter, Spring)		
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<p>Please list three of your best skills.</p> <p>1</p> <p>2</p> <p>3</p>											
<p>Please check all experiences/certification that applies.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Babysitting Course Experience</td> <td style="width: 33%;">Camp Counselor Experience</td> <td style="width: 33%;">WHMIS Certification</td> </tr> <tr> <td>Baby Sitting Experience</td> <td>CPR Certification</td> <td>First Aid Certification</td> </tr> <tr> <td colspan="3">Other (Please specify):</td> </tr> </table>			Babysitting Course Experience	Camp Counselor Experience	WHMIS Certification	Baby Sitting Experience	CPR Certification	First Aid Certification	Other (Please specify):		
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<b>Gallery Attendant</b>								
<p>The Gallery Sitter will be responsible for opening and/or closing the gallery, welcoming visitors, taking attendance, answering the phone, providing general and helpful information regarding exhibitions and programs and processing program registration. Other responsibilities might include data entry, scrapbooking, preparing mailings, research projects and assisting at openings and events.</p> <p><i>Note: This position requires a commitment of 1 Saturday half-shift a month.</i></p>								
<p>Please check off what time of day is best for you to Gallery sit:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Saturday Morning (10AM – 1 PM)</td> <td style="width: 50%;">Saturday Afternoon (1PM – 5PM)</td> </tr> </table>			Saturday Morning (10AM – 1 PM)	Saturday Afternoon (1PM – 5PM)				
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