



### Arts & Crafts Room Volunteer Description

Supervisor: Club Director/Youth Program Director/Arts & Crafts Room Staff

Objective: To work with kids in groups or one-one in activities such as sketching, painting, collages, sewing, or pottery.

#### Responsibilities:

- Teach members creativity with arts & crafts
- Teach members about and model working with others and sharing
- Encourage good behavior by pointing out positive actions
- Be prepared for a variety of arts & crafts projects
- Use your own experiences and backgrounds to help members create successful arts & crafts projects

#### Expectations:

- Treat all children in fair and consistent manner
- Define all rules and guidelines of projects
- Speak up during arts & crafts projects
- Lead arts & crafts room in capacity that supervisor requires
- Communicate with all arts & crafts room participants – members, other volunteers, and staff members
- Discuss concerns directly with supervisor and/or Clubhouse Director
- Take responsibility for your actions
- Don't be afraid to step in where you see necessary

#### Qualifications:

- Knowledgeable of a different arts & crafts mediums
- Ability to maintain order of members
- Friendly and open demeanor
- Ability to work as part of a team with other volunteers and staff members
- Patience and understanding of today's youth
- Ability to serve as a role model
- Follow through on time commitments

#### Driving (Preferred, but not required)

- Must be 25 years and older
- Must have 3 or more years of driving experience
- Must be comfortable driving 15 passenger van with members ages 7-17

#### Training and Preparation:

Volunteer orientation, club tour, volunteer handbook, and one-on-one meeting with supervisor

#### Evaluation:

Volunteer self-survey and supervisor survey. Volunteer exit survey upon completion of assignment

#### Commitment:

1-10 hours per week