

## Visual Arts Center of Richmond ArtVenture Volunteer Expectations

We are so glad you've decided to volunteer for ArtVenture at **the** Visual Arts Center (VisArts). While you're here, we want you to know what's expected of you as a volunteer. These expectations are necessary to keep VisArts running smoothly and to keep volunteers and campers safe. Please read the following general expectations and sign below.

During all periods of volunteer service at ArtVenture, I agree to:

- Check in upon arrival and check out before I leave, keeping track of my hours served.
- Wear my name badge and VisArts volunteer apron during all of my shifts.
- Follow all VisArts policies and procedures, including all written and verbal instructions provided to me by the VisArts staff, as well as my supervising teacher.
- Notify the Education Manager at least one day in advance if **I know I will have to miss an assigned shift, if I'm running late, if I'm sick, etc.** If there's another emergency, I will call the front desk at VisArts as soon as possible.
- Notify VisArts of any changes to my personal information (phone number, email address, home address, etc.).
- Assist teachers and staff in ensuring students are monitored and safe during the entirety of my shifts, **including student breaks.**
- Be proactive in anticipating the needs of the teacher I'm working with as well as the needs of students.
- Be flexible with administrators who may need to switching my assigned classroom and teacher.
- Behave in a courteous and respectful manner when interacting with the public, VisArts staff members and fellow volunteers and campers.
- Ensure that my conversations and actions are both professional and age appropriate for the students and classrooms environments I'm working in.
- Refrain from any **profanity, foul language or other behaviors that would interfere or disrupt the learning process.**
- Agree to follow the following cell phone policy:
  - **I will refrain from cell phone usage during my ArtVenture shift. This includes when I'm working in the studios, courtyard and commons.**
  - I will not take pictures of or with campers.
- Complete other **duties, tasks and responsibilities** as assigned.

By signing below, I acknowledge and agree that I have read the above expectations and will abide by their terms. I understand that if I fail to uphold these expectations, I may be dismissed from my post and/or dismissed as a VisArts volunteer.

Volunteer's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Guardian's Signature (if under the age of 18):

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name