



AIDE APPLICATION

Art Adventures Aides

A person who, working under staff supervision assists with activities that enhance instruction, promote learning or support teachers.

Program Goals

The goal of Art Adventure's Aide program is to enable dedicated students to assist teachers and other studio personnel in helping young people more fully develop their artistic skills, their potential as individuals and their mastery of life skills. Supervised aides assist studio personnel in three major ways (volunteers may help with these tasks):

1. Helping students through activities that enhance their self-concepts, provide successful education experiences and motivate them to learn.
2. Aiding studio staff members by enabling them to provide effective reinforcement activities and enrich the classroom environment.
3. Strengthening community relationships by increasing opportunities for communication, learning more about studio programs and sharing time and talent with the studio.

Volunteers and Aides help in many areas. They provide classroom or general services; help in the office, art room or gallery.

Responsibilities and Obligations

Volunteers and Aides play an important role in educational efforts and are welcome additions in the studio. However, volunteers must abide by these responsibilities and obligations:

- Student must have previously volunteered at Art Adventures before becoming an aide
- Must be in the ninth grade or older with a valid work permit
- Aides must have reliable transportation to and from a shift
- Always sign in and out. Wear your nametag.
- Be on time for your duty. The staff and students rely on you. If you must be absent, notify the studio as soon as possible.
- Be discreet. Treat all information as confidential. Make no statement outside the school regarding students, personnel or studio programs.
- Be willing to serve under professional supervision and direction.
- Be capable of adjusting to the teacher's way of doing things. Follow directions at all times.
- Make any suggestions or discuss any problems in private with the director.
- Become familiar with school and classroom policies, practices and emergency procedures.
- Work toward a team relationship and environment.
- If an aide must be absent from a shift, you must try to cover your shift. A phone list of other Aides and Volunteers will be provided for you upon request.
- Always remember that a volunteer or aide is never considered a substitute for a studio staff member.

Tips for Aides:

- Praise and encouragement are important ingredients in helping students learn. Think of ways to say, "You are special!"
- Meet the students in a relaxed friendly manner.
- Learn the students' names and how to pronounce them.
- Give the students your full attention. Listen to what they have to say.
- See the students' teachers regularly for instructions.
- Set an example by being courteous and respectful.
- Be prepared and have all materials ready.
- Ask for help when you have a problem that you are unsure how to handle.
- Remember that your interest and enthusiasm may be the most important part of students' success in learning.
- Accept each child as he or she is. You do not need to feel responsible for judging a student's abilities, progress or behavior.
- If people ask about your work, tell them you enjoy being an aide at the studio and invite them to become aides or volunteers, too!

Only Teachers can do some things:

It is important to remember that studio policies and procedures set limits on the type of assistance volunteers can provide. Only a teacher can:

- Diagnose the nature or cause of a problem.
- Contact Parents.
- Establish steps to address problems
- Initiate instruction

Policies Affecting Aides:

1. First Aid- An aide cannot give medical attention or first aid. Report medical concerns or needs to appropriate studio personnel.
2. Sexual Harassment- Exercise judgment in making verbal or physical contact with students.
3. Safety- Aides sometimes see or hear information about a student. If the information affects the welfare of a student, other students or anyone else, it must be shared immediately with the teacher or director. If an aide has concerns that a student may be subject to abuse or neglect, please report it to the director.
4. Open-Door Policy- For the protection of the aide and the student, aides (and volunteers) must leave all classroom doors open.
5. Emergencies- Aides should make themselves aware of all emergency policies.
6. Snow Days- When Chesterfield County Schools are closed for the entire day due to inclement weather, Art Adventures will also be closed to all students and staff.
7. Registration Form- Aides must fill out a confidential registration form; which is available at Art Adventures. The studio will check the names of all volunteers against the Virginia Sex Offender Registry.

Art Adventures

Studio Phone #: _____ Studio Hours: _____

Director: _____ Cell #: _____

Owner: _____

Owner's contact # in case of emergency: _____

**Please fill out the remaining pages and return to Art Adventures.
Keep Pages 1-2 for your records.**

Art Adventures Aide Application

Please print all requested information except your signature

Applicants Name: _____

Other Names: _____

(Please provide any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record)

Mailing Address: _____

City, State, Zip Code: _____

Home Phone # _____ Cell Phone # _____

Email: _____

Social Security Number: _____

(Note: completion of SSN is optional. Failure to submit SSN on this form will not prohibit employment consideration. SSN may be required on other forms prior to volunteering.)

Are you a U.S. Citizen? _____

If not, are you eligible to work in the U.S.? _____

Do you have a Drivers License? _____

If yes, License Number: _____

State of Issue: _____

Expiration Date: _____

Please submit a copy of your license to Director.

What is your means of transportation to work?

Date of Birth: _____ Age: _____

Days/Hours available to work: _____

Date you can start: _____

Are you presently employed? _____

If so, where: _____

Present Position: _____

Have you ever been discharged or requested to resign from a position: If so, explain:

Have you ever been convicted of a violation of law other than a minor traffic violation? If so, explain: _____

Have you ever had your license revoked or suspended? If so, explain:

Are any criminal charges or proceedings pending against you? If so, explain:

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? If so, explain

In case of emergency please contact:

Name: _____

Daytime phone: _____ Cell phone: _____

Address: _____

Relationship to you: _____

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the U.S., have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

My signature below authorizes Art Adventures, LLC to conduct investigative consumer reports and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal and civil convictions, driving records, previous employers, and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the studio and the reference source from any liability in connection with its release. This release includes the sources cited above and specific examples as follows: the local Police Department, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Virginia or other State Department of Social Services Child Protective Services unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, false statement on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with Art Adventures, LLC.

I understand and agree to the information shown above:

Signature: _____ Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have to affect on your application for employment.