



# Volunteer Application – Summer 2022

Each summer the Center for the Arts Bonita Springs welcomes high school and college student interns (ages 13+) to assist with summer camps in visual and performing arts. Each internship is a one week commitment. Scheduling for Interns is finalized at least one week prior to working.

The Center for the Arts will credit interns’ work with community service hours and, upon request, write a recommendation letter for the intern. This letter is helpful for college and employment applications. Also, after completing 20 hours of service, interns receive a \$100 Gift Certificate which can be used for programming at the Centers for the Arts. Service hours expire after a year.

The following application will be reviewed by the Youth Education Director and an interview may be set up to discuss summer internship opportunities. For questions, contact Yudit Orlando at [youthed@artsbonita.org](mailto:youthed@artsbonita.org) or 239-495-8989.

Intern Name \_\_\_\_\_ Age as of 6/1/22 \_\_\_\_\_ Grade completed in school \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Intern Email \_\_\_\_\_ Intern Phone Number \_\_\_\_\_  
 Parent/Guardian Name \_\_\_\_\_ Parent Phone Number \_\_\_\_\_ Parent Email \_\_\_\_\_

List your involvement at the Center for the Arts Bonita Springs (classes, performances, festivals, past summer camps):

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List any experience you have supervising or working with children:

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List any other relevant skills, experiences or employment:

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**Please mark the times that you are available to work:**

			Morning Session 8:30am–12:30pm	Afternoon Session 12:30-4:30pm	Please list any scheduling accommodations or needs.
Week 1	Mon-Fri	June 6-10			
Week 2	Mon-Fri	June 13-17			
Week 3	Mon-Fri	June 20-24			
Week 4	Mon-Fri	June 27-July 1			
Week 5	Tues-Fri	July 5-8			
Week 6	Mon-Fri	July 11-15			
Week 7	Mon-Fri	July 18-22			
Week 8	Mon-Fri	July 25-29			
Week 9	Mon-Fri	August 1-5			
Week 10	Mon-Tues	August 8-9			

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Intern Guidelines & Responsibilities

### Punctuality & Cell Phone Use

Please arrive on time. **Interns are required to sign in at the Front Desk upon arrival and sign out when their scheduled service is over.** Interns can pick up their name tags at the front desk and should return them at the end of every day. **Cell phones are not to be used during service hours.**

### Assisting Instructors

Your job as an Intern is to be engaged in the class, help the instructor reinforce rules and enrich the classroom environment. Interns can help guide student projects, but not complete their work or override the lesson of the instructor.

### Drop-off & Pick-up of Children

Assist the instructor in taking attendance at the beginning of each class. All campers must be signed out by a parent/guardian at the end of the class. Assist the instructor in this process.

### Materials, Supply Closets, End of Day Cleanup

Please use all materials efficiently. Assist the instructor with cleaning up the classroom at the end of the day. Only instructors and interns are allowed in the supply closet; Campers are not allowed in the supply closet.

### Break Time and Lunch Time

Before and after break, help the instructor with a head count of children. Assist the instructor in watching children during break. It is recommended that you bring food from home for your lunch and snacks.

### Discipline and Security

Interns must adhere to our code of conduct. **Do not leave any child unattended under any circumstance.** We have a zero tolerance bullying policy. We do not tolerate violence of any kind or the development of violent artwork/material in our classrooms. Our campus discipline policy does not include physical punishment of any kind. If a child misbehaves we allow verbal warnings, reinforcing classroom rules. If a child continues to misbehave, talk to the instructor or Youth Education Director so that the parent/guardian can be contacted. Any behavior that disrupts the class lesson and causes problems for the instructor and other students must be brought to the attention of the Youth Education Director as soon as possible.

### Touch

No person (instructor, staff or intern) is allowed to touch campers in areas roughly blocked out by the rectangle in the diagram. It is entirely possible to show compassion and sensitive caring through a pat on the arm, a hand on the upper shoulder, etc. Children should not be picked up, carried on backs, or sit on the lap of any intern at any time. Extensive or excessive hand-holding is not permitted.

**When in doubt, avoid any physical contact with campers.**



Children's safety while on campus and in our care is our number one priority. It is very important that we work together to avoid any misconceptions in conduct. **Interns are not permitted to be alone with any individual child at any time.** At all times, an instructor, another intern, or a staff member should be present when a single child is present. **Instructors and interns are not permitted in bathroom stalls with children.**

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Intern Signature

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Date

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Parent/Guardian Signature

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Date