

Volunteer Handbook

The Northwest Art Center enhances lives by teaching the value of art, ideas, expression and creativity through quality visual art education for all ages and abilities.



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info@northwestartcenter.org
425.788.5900

10am – Noon M-F
3:45pm – 6pm M-F
10am – 5pm M-Sat

-Art School
-Art School
-Studio on Main



Welcome!

Welcome to the NWAC! Thank you for your interest in volunteering. This Handbook includes a lot of important information for all of your future volunteering endeavors! Please read through this packet carefully. If you have any questions, feel free to contact us at 425-788-5900 or email us at info@northwestartcenter.org.

This Handbook Includes:

- 3 Task List
- 4 Helpful Information
- 5 Where Things Are Located
- 6 Strategies for Being a Helpful Volunteer
- 8 Volunteer Related FAQ

Here is a general overview of the art center:

Our Mission Statement:

The Northwest Art Center enhances lives by teaching the value of art, ideas, expression and creativity through quality visual art education for all ages and abilities.

Some of Our Community Events Include:

- Art in the Heart of Duvall Benefit Auction
- Halloween/Haunted Art Center
- Country Livin' Festival (Duvall Days)
- Art and Wine Walk
- Student Art Show
- Sandblast

Schedules:

The NWAC follows the riverview school district's calendar for all schedules. Classes are 4:15pm to 5:45pm. Please plan on being here a half hour before and after for set up and clean up.

View our website, northwestartcenter.org for teacher contact information and other important things to know.

Task List

Daily:

- Sharpen #2 pencils
- Sweep floor
- Clean sinks and tidy sink areas
- Put away all paint brushes next to sink
- Check soap and towels in bathrooms
- Take out recycling
- Wash down wedging table
- Water plants outside (mainly summer)

As Needed:

- Take out all trash and recycle bins, remember to replace garbage bags liners
- Repaper tables (upstairs too) with white butcher paper
- Refill soap and paper towels in bathrooms and sinks areas
- Empty pencil sharpeners
- Check bulletin boards and pull down expired flyers
- Sweep concrete walkway outside front door

Other:

- Display student artwork
- Sweep up clay and wheel area
- Organize and clean clay tools
- Organize back storage room and put away loose items
- Wash down supply carts
- Disinfect doorknobs, chairs, etc.
- Clean bathrooms
- Take paper off of tables, wipe down entire table, repaper
- Dust shelves
- Shake out front doormat outside
- Laundry; wash smocks and towels
- Windex French doors and windows
- Windex bathroom mirrors
- Clean utility sinks
- Clean inside of microwave
- Wipe down window sills

Helpful Information

Brush Labels:

- Red Tape → Watercolor
- Orange Tape → Acrylic
- Burgundy → Oil Paint
- Blue → Clay

How to wash Watercolor and Acrylic Brushes:

- Put away any dry brushes on drying towel
- Rinse out as much paint as possible. Sometimes paint gets stuck in the metal thing, be gentle. Take the brush cleaner and clean out the brush on the palm of your hand. Make sure all soap is out of the brush before putting on the drying towel. Brushes need to dry flat and neat. If you are still around, remember to put the brushes away after they dry.

How to Wash Clay Brushes:

- Go to the clay sink only. Rinse out the brush thoroughly. Do not use soap, soap gets stuck in the metal ferrule and then contaminates the clay, making all sorts of problems. Clean brush on the palm of your hand. Leave on drying towel, remember to put it away later. All other clay tools do not need to dry before you put them away.

For glazing clay, have the students write down their glaze numbers so you can refill the color later when they need more glaze.

If the water cooler isn't working, check to see if it is out of water. If it isn't, then check to see if it's plugged in. Sometimes the power strip it is attached to is turned off. If the water cooler is out of water, it will beep and disrupt classes. Please unplug it, put an out of order sign on it, and leave a note on the desk saying the cooler is out of water.

Remember, if you need help, don't hesitate to ask!

Where Things Are Located

Storage Closet:

- Garbage Bags
- Cleaning Wipes
- Paper Towels / Tissues
- Soap
- Brooms / Mops / Dustpans
- Cleaning Supplies
- Aprons
- Extension Cords
- Easels

Digital Arts Room:

- Computers
- Projector
- Photography Equipment
- Gadgeteer Club Supplies
- 3D Printer

Back Room:

- Art Supplies for Students
- Paper
- Paper Cutters

Staff Room:

- Fridge and Appliances
- Folders
- Office Supplies
- Outdoor Signs
- Step Ladder
- Plates / Cups
- Teacher Mailboxes
- Message Board

Clay Room:

- Clay
- Slab Roller
- Wedging Table
- Clay Tools
- Pottery Wheels

Strategies for Being a Successful Volunteer

Process:

- Email info@northwestartcenter.org to set up a day and time to volunteer.
- When you arrive, check in with a staff member to begin your shift.
- Fill out a volunteer name tag and commitment form located in the volunteer reference binder behind the front desk.
- Complete whatever tasks or activities you were asked to do.
- When your shift is over, ask the person you are assisting if they need any additional help with anything before you leave.
- Fill out your hour sheet in the volunteer hour binder and a feedback form in the reference binder.

In General:

- Dress and talk appropriately for being around elementary schoolers.
- Show up on time and check in with a staff member. If it's your first day, show up a little early to meet with a staff member and get set up.
- If you can't make it, please give at least a 24-hour heads up.
- Fill out a volunteer name tag and wear it in an easily viewable place.
- Ask what tasks need to be done. After you have completed task items, check back in to see if there is anything additional needed.
- Complete daily tasks.
- Before you leave, complete all assigned tasks and check in with a staff member before you leave.

Classroom Assisting:

- During work time, circulate around table. Tell kids they are doing great! If you notice a teacher is working with one student a lot, after they leave tell them how amazing you think their piece is. If they haven't started yet, tell them you believe in them and know they will do great. You need to be a positive force, some kids get really down on their work and sometimes teachers don't realize this. You have to make sure everyone is happy. And don't forget to smile!
- If you hear a teacher say I'll get you (object), offer to get that object for them. The teacher should not walk away from the table and should be always watching the class.
- Test Sharpies before passing them out, this will save a lot of time re-doing this with working Sharpies during students' work time.

- During the lesson, pay a ton of attention to the teacher, because if there are kids not paying attention you will need to know what they're supposed to do.
- If a kid is struggling, offer your help. Stay positive and cheerful. If you can't help, when there is a good time, get the teacher to come over.
- "I'm done!" Kids always think they're done. Push them to explore their creativity a bit more. For example, adding detail, texture, background, foreground, highlights, shadows, etc.
- If you see something that needs to be thrown out, throw it out. If you see something to clean, clean it. If your not sure if you should do something or not, just ask the teacher. Clean as you go!
- Spills! When kids spill stuff, they just stare at it. Always know where the paper towels are so you can save the day
- At the end of class, say bye to the kids, tell them they did fantastic! Then ask the teacher what else to do. Usually there is a lot to clean, wash, and put away.

Things Not To Do:

- Do not talk over the teacher or sharpen pencils when the teacher is talking.
- Do not distract the students' attention from the lesson or their project.
- Do not take out your phone (if this is hard for you, leave your phone in the staffroom during class, it should not be out during classroom assisting).
- Do not listen to music, or have headphones/earbuds in during class or when working with students.
- Do not sit in the teacher's chair, they need you to be circulating, not sitting in their chair. In addition when the teacher is giving the lesson, stand at the back of the classroom so you don't divert attention away.
- Do not do the project or use/borrow art materials unless directly told you can.

Frequently Asked Questions (Volunteer Related)

How do I sign up for volunteering?

To sign up for volunteering at the art center, email info@northwestartcenter.org with your name, contact information, and availability.

What positions are there?

There are so many ways to volunteer, the most common are:

- Classroom Assistance - Helping with setting up, running, and cleaning up a class.
- Administrative Assistance - Helping complete the items on the task list of this binder or any other jobs that need to be done.
- Organization - Helping with organizing and cleaning the art center.
- Special Events - Examples includes auctions and art shows.
- Summer Camps - Helping with setting up, running, and cleaning up a camp.

Do I need a background in art or any previous experience with working with kids?

Although experience is recommended, you do not need a background in art or with working with kids. The link below will take you to the NWAC's training videos where you will learn important information about volunteering either at the art center or with kids.

Can I pick which class or age group I can work with?

If you work better with certain age groups or types of projects, we will keep that in mind. Usually classroom volunteer assignment is a need-based process. Whichever class has the most students or needs the most help will receive your help first.

How many hours can I volunteer each day and how long is a class?

Classes are one and a half hours long, with set up and clean up being additional hour. You can volunteer for two and a half hours per class. If you would like to volunteer longer, that's 100% great. Just arrange a day and time in order to make sure that a staff member will be present during your shift, and can help you with any questions you may have.

Are there volunteer opportunities on weekends?

Although the art center does not have classes on weekends, there are still a variety of opportunities for you. Special events such as art shows and birthday parties are perfect opportunities for weekend volunteering. Contact our Executive Director or a Board Member for a list of upcoming events that need volunteer assistance.



Who would I be reporting to?

When you arrive to the art center, either report to our Executive Director or the teacher you are assisting. When you leave, ask them what else needs to be done before leaving.

Can I bring a friend with me?

Many hands make light work! All volunteers need to go through our training. SO before you bring your friend, they need to go through prior approval, training and paperwork. However please note that we will assign your friend a different task in order to maximize efficiency. We do not want you to hang out with your friends, socialize, and be disruptive when classes are going on.

I was signed up to volunteer, but now I cannot make it, what should I do?

Please give at least a 24 hour notice to either our Executive Director at info@northwestartcenter.org or the teacher you are assisting to allow enough time to find a volunteer replacement. If you can, find someone who can fill in for you.

Can I get volunteer hours for Honor Society, school, etc?

Yes you can! You will also receive hours for watching our volunteer training video in addition to the hours you work. Any staff member can sign off your hour sheet but we recommend asking the Executive Director. or the teacher you were assisting for their signature. Do not ask for your hour sheet to be signed before your committed shift is completed and your assigned tasks have been completed.