

Volunteer Position Description

Name of Organization/Program:

George J. Mitchell School — K-3 Visual Arts Program (Waterville Public Schools)

Mission/Overview:

The K-3 Art Program provides joyful, hands-on visual arts learning experiences that build creativity, confidence, and a sense of belonging. Students explore a variety of materials and processes, practice safe and responsible studio habits, and share their work through classroom and school displays. The art room is a caring community space where we prioritize being **safe, kind, and responsible** while making meaningful art together.

Volunteer Position Title:

Art Room Volunteer / Classroom Art Assistant

Volunteer Role Description:

Volunteers support the art teacher and students during prep blocks and/or during class. This role is a mix of “behind-the-scenes” help (prep and display work) and “in-the-room” support (encouraging students, assisting with materials, and sometimes making art alongside students). Volunteers help the art room run smoothly so students can stay engaged, confident, and successful.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☒ Ongoing at Flexible Times ☒ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

- A typical volunteer shift could be **1-3 hours, 1-2 times per week** (or as available).
- The time frame for helping could be **anytime, M-F between 8:30-12 and 12:45-3:30**.
- Monday afternoons would be a great time for preparing materials, or helping to mount artwork.
- Tuesdays, Wednesdays, Thursdays and Fridays would be a great time for assisting in the classroom as described above.

Number of Volunteer Positions Available: 3-5 (depending on schedules or interest)

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Prep materials: cutting, sorting, stapling, organizing, setting up table stations

- Support with displays: mounting artwork, labeling, creating hallway/gallery-style presentations
- Classroom assistance: circulate to encourage students, help with directions, assist with clean-up routines
- Model positive art room behaviors: safe tool use, respectful language, calm/encouraging presence
- Offer warm, positive attention—students love having another enthusiastic artist-adult in the room
- Maintain confidentiality and follow school procedures (sign-in/out, visitor badge, etc.)
- Reliable communication if unable to attend a scheduled shift

Desired Qualifications/Skills:

- Enthusiastic, energetic, and interested in learning in a public-school setting
- Enjoys working with children (patient, kind, encouraging)
- Comfortable taking direction and working independently on prep tasks
- Organized, dependable, and able to problem-solve small tasks
- Interest in art-making (experience is helpful, but not required!)
- Positive role model who supports a respectful, inclusive classroom community

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Holly Hubbard
Kim Taylor

K-3 Art Educator
Principle

Email:

Telephone:

hhubbard@aos92.org

873-0695 ex. 4251

Preferred Communication Method of Volunteer Supervisor:

☒ Email or zoom ☐ Telephone ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

- N/A
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Does this volunteer position involve interaction with minors or other vulnerable populations?

☒ Yes ☐ No

If yes, please provide further details:

You'd be working in a classroom setting alongside students ages 5 to 9 years old.

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

X Yes ☐ No

If yes, please provide further details:

The school has a volunteer form that will need to be filled out prior to volunteering. Email me for interest, and I will email you this form.

Additional Information:

