



Teaching Assistant Information + Duties

A LIST OF EXPECTED DUTIES INCLUDE:

- Being a reliable aid to the instructor whose class you are assigned
- Assisting in signing in and out the students attending classes
- Helping organize and move supplies
- Monitoring students before, during, and after classes

ASAP offers two sessions a day. The morning session begins at 9am and ends at 12pm. The afternoon session begins at 1pm and ends at 4pm. There is a one hour lunch period that begins at 12pm and ends at 1pm.

SHIFTS WILL BE APPROXIMATELY FOUR AND A HALF HOURS IN LENGTH

First Shift // 8:15am to 12:45pm

Second Shift // 12pm to 4:45pm

**After Hours* // 4:30-5:30pm

Each week-long session accounts for approximately 22.5 hours. If you sign up for two sessions (morning and afternoon) in the same week you will have 45 hours. If you choose to work both shifts in a day, you will have a 30-minute lunch break between 12pm and 1pm. Come prepared to get messy!

Morning shifts will include arriving at 8:15am and assisting teachers and staff with daily preparations plus signing in and monitoring students before the morning session begins. At 9am, the morning session begins, and volunteers report to their assigned classrooms. At the completion of each morning class, the volunteer will assist with classroom clean up and signing students out. The volunteer is responsible for monitoring students during the first part of lunch period.

Afternoon shifts will include arriving at 12pm and signing afternoon students in and monitoring students during their lunch periods. At 1pm, the afternoon session begins, and volunteers will report to their assigned classrooms. At the completion of afternoon classes, volunteers will assist with classroom clean up and signing out students.

***After Hours** is a relaxed and fun time that includes art activities, games, and more for students who cannot be picked up at the normal pick up time of 4pm. After Hours lasts from 4-5:30pm. We need one to two assistants during After Hours each day. This is a great way to earn additional hours!

If you have any questions please contact **Katie Gunter, Visitor Services Coordinator**, at volunteer@artspacenc.org or 919-821-2787

ARTSPACE SUMMER ARTS PROGRAM TEACHING ASSISTANT APPLICATION

Name _____

Age *(must be 17+)* _____

Address _____

School _____

Phone _____

Email *(required)* _____

Emergency Contact _____

Phone _____ **Relationship** _____

Do you have community service requirements for graduation? **YES** **NO**

Please indicate the session(s) and shift(s) that you will be available for (AM, PM, or Full Day). Be sure to provide several options for us to choose from. You will be mailed a final schedule. **You MUST complete and return the Authorization for a Criminal History Record Check with this application. Applications without the authorization will not be accepted. Deadline to apply: April 30.**

	SESSION 1 6.17-21	SESSION 2 6.24-28	SESSION 3 7.08-12	SESSION 4 7.15-19	SESSION 5 7.22-26	SESSION 6 7.29-8.02	SESSION 7 8.05-09	SESSION 8 8.12-16
AM SHIFT 8:15am-12:45pm								
PM SHIFT 12-4:45pm								
FULL DAY 8:15am-4:45pm								
AFTER HOURS 4:45-5:30pm								

Total # of desired shifts: _____



Please return completed forms to:
 Katie Gunter, Visitor Services Coordinator
 volunteer@artspacenc.org // 919.821.2787
 Artspace, 201 E Davie St, Raleigh, NC 27601