

Volunteer

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St. Francis Xavier Secondary School
Guidance Office
50 Bristol Road West
Mississauga, ON
L5R 3K3



September 8th, 2016

To Whom It May Concern:

The Living Arts Centre recruits numerous youth to help with our Camps, Community Courses, Front of House and Special Events every year. The program is designed to aid students in the completion of their required volunteer service hours while gaining valuable workplace experience in a fun and positive setting. All of the camps, courses, and performances we offer are centered on and promote the arts. We hope you can assist us in seeking proficient and enthusiastic students to fill our volunteer positions.

Enclosed are recruitment materials which outline the application process. Additionally, these materials provide students with all the information they need to become acquainted with our volunteer program. Please note that students must be 15 years of age and have **completed** grade 9 by program start. All online applications will be screened and, if applicable, an interview will be arranged.

Please make these recruitment materials available to your students. For those interested in applying for our Winter Camp program and Front of House program, the deadline is fast approaching – **October 30th, 2016**. We are also accepting applications for our Winter Community Courses and March Break Camp.

If you do not wish to receive recruitment materials in the future or if you have any further questions, please feel free to contact me at 905-306-6131 or melina.sevilla@livingarts.on.ca

I look forward to meeting your students and matching their artistic passions to our various programs.

Kind Regards,

A handwritten signature in black ink, appearing to read "Melina Sevilla".

Melina Sevilla
Acting Volunteer Services Coordinator
melina.sevilla@livingarts.on.ca
905.306.6131

Youth Volunteer Opportunities

Get your Community Service hours in a creative environment:

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Volunteer as a Youth Meet and Greet Officer!



As members of our Front of House team, Youth Meet and Greet Officers are the warm, inviting personalities who welcome visitors upon entering the Living Arts Centre during performances and events. Our Youth Meet and Greet team's main task is to provide excellent customer service to patrons for an unforgettable arts experience!

This position requires a minimum time commitment of 40 hours, to be completed during 2 shifts per month from September to June.



Apply Online!



Visit our website to submit a

Youth Front of House application:



www.livingartscentre.ca/volunteers/how-to-apply



All applicants will be contacted by a Living Arts Centre representative and may be invited to participate in an interview.

If accepted, applicants are required to complete LAC volunteer orientation and Front of House training session prior to commencing their volunteer service. Both these activities are counted towards total hours of service.

Upon completion of service, the Living Arts Centre will complete the appropriate forms and mail them directly to the youth volunteer along with a letter recognizing training and volunteer service.

*All students must be at least 15 years of age and have completed Grade 9 at start of volunteer service.
Acceptance into the program is at the sole discretion of the Living Arts Centre.*

www.livingartscentre.ca

4141 LIVING ARTS DRIVE • MISSISSAUGA • L5B 4B8 • TEL: 905.306.6180 • FAX: 905.306.6167
For Volunteer Inquiries please contact: Melina Sevilla at 905.306.6131 or melina.sevilla@livingarts.on.ca

Youth Volunteer Opportunities

Get your Community Service hours while having tons of fun:
Volunteer during our Camps and Community Courses!

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Positions Available:

Community Course Assistant

As a member of the Studio Arts Volunteer Team, Community Course Assistants, help our Instructors with programs for children ages 2-12 years.

Time Commitment: 2-4 hours each Saturday or Sunday for 8-10 weeks.

Winter Session: January 14th to March 4th, 2017; *application deadline October 30th, 2016.*

Spring Session: April 22nd to June 17th, 2016; *application deadline March 5th, 2017.*

Fall Session: TBD (September to November 2017); *application deadline June 30th, 2017.*

Camps Assistant

As a member of our Camps Volunteer Team, Volunteers assist Instructors with programs for children ages 6-14 years.

Time Commitment: 1 week (40 hours) for March and Winter Break Camps and 2 weeks for Summer Camp (80 Hours).

Winter Break: January 3rd – 6th, 2017; *application deadline October 30th, 2016.*

March Break: March 13th – 17th, 2016; *application deadline January 22nd, 2017.*

Summer Camp: July 4th – September 1st, 2017; *application deadline May 1st, 2017.*

Apply Online!

Visit our website to submit a Youth Camps and Courses application:

www.livingartscentre.ca/volunteers/how-to-apply

All applicants will be contacted by a Living Arts Centre representative and may be invited to participate in an interview.

If accepted, applicants are required to complete LAC volunteer orientation and position training session prior to commencing their volunteer service. Both these activities are counted towards total hours of service.

Upon completion of service, the Living Arts Centre will complete the appropriate forms and mail them directly to the youth volunteer along with a letter recognizing training and volunteer service.

All students must be at least 15 years of age and have completed Grade 9 at start of volunteer service.

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