



ArtSmart Volunteer Handbook, 2012

Dear ArtSmart Volunteers,

Welcome to our award winning ArtSmart (AS) Program at the Lancaster County Youth Intervention Center (LCYIC). The AS mission to “bring a quality art programming to underserved youth at LCYIC” would not be possible without the dedicated group of AS volunteers.

AS volunteers support AS Team Leaders in providing an innovative art experiences to the teenaged residents housed in both Shelter and Detention. Thank you for your gift, the donation of your *time*..

Please offer AS your experiences, ideas and creative suggestions.

Sincerely,

Jessica Oehme, Project Manager
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ArtSmart is a program of the Lancaster Creative Factory.

Lancaster Creative Factory Mission Statement

To nurture, promote, and cultivate creativity through education of the visual arts and crafts.

Lancaster County Youth Intervention Center/ArtSmart Volunteer Role is:



Volunteers are vital to the success of our program. As a volunteer you will provide helpful support for the Team Leader during the art sessions at the facility. For example: you might list supplies on the white board as they are passed to residents, participate by making art and conversation, and provide gentle suggestions and encouragement. You will be responsible for assisting in any way necessary in creating a positive environment for creativity and having FUN!

Bill Myers, Mississippi Artist and our first Mural Project
Lancaster County Youth Intervention Center(LCYIC), Lancaster Creative Factory(LCF), ArtSmart(AS)

HOW DO I BECOME AN ArtSmart VOLUNTEER?

Please call to schedule an orientation with our ArtSmart Program Manager. You may also visit the LCYIC web site to download their volunteer packet. www.LCYIC.com

Potential AS Volunteers are offered a Guest Tour of the LCYIC prior to submitting background paperwork. AS Volunteers may attend an ArtSmart session as a guest of YIC. When you decide to commit to working with AS and the YIC residents, you must submit background clearance paperwork and fill out the volunteer application required by the Lancaster County Youth Intervention Center. **Clearance paperwork must be completed prior to being placed on the ArtSmart schedule.** The related fees are paid by volunteers. (Approximately \$10.00)

LCYIC is both a detention and shelter housing facility for youth between the ages of 10-18. **ArtSmart volunteers are bound by the rules and regulations of the Lancaster County Youth Intervention Center.** Please read the LCYIC Volunteer information thoroughly and completely.

ArtSmart Volunteers are required to abide by and strongly enforce the Rules and Regulations set by LCYIC. The Lancaster Creative Factory requires each volunteer and Team Leader involved in the AS program to complete the LCYIC volunteer packet available on the LCYIC web site. A copy of this paper work will be initialed and retained as part of AS records. AS Volunteer and Team Leader clearance paper work will be held by LCYIC.

Lancaster Creative Factory will not keep copies or personal information on file. The signed Volunteer Agreement for LCYIC applies to ArtSmart Team Leaders and Volunteers.

Please pay special attention to the following:



ArtSmart Miracles Mural

ArtSmart sessions have a maximum number of twelve residents and may have as few as one or two. This unique environment has strict limitations for safety reasons. As an AS volunteer, you are being presented an opportunity to connect with youth during a highly stressful time in their lives. Do not share your personal information with residents. AS shows them we care because we are there.

AS offers a diversion from the resident's daily routines. AS volunteers suggest artistic expression can be a transformational tool for residents. AS volunteer teams are encouraged to support this mission.

ArtSmart Team Leader and Volunteer Rules:

1. Attire and dress code requirements must comply with the LCYIC guidelines.
2. Dress conservatively and wear closed toed shoes.
3. No cell phones, cameras or other recording devices may be brought into the facility.
4. All keys and personal items (cell phones, etc.) must be deposited in a locker when entering the facility.

ArtSmart Classroom Rules:

Please respect that this teaching environment offers unusual challenges.

1. All items handed out must be counted, the count noted and all items accounted for at session end. There are NO exceptions to this.
2. No staples, phone books, metal pencil eraser bands, metal objects, pen clips, paper clips or sharp tools may be brought into the facility or used in sessions.
3. Photographs of art work may be taken by Team Leaders only with prior permission. Team Leaders may take photos of art only. No photographs of residents are permitted.
4. The identity of residents is protected by law.
5. No ArtSmart supplies may be removed from the facility without permission.
6. All AS Volunteers and Team Leaders must follow YIC staff instruction and defer to their decisions and directions.

Lancaster Creative Factory complies with the Lancaster County Youth Intervention Center's Sexual Harassment and Non-Discrimination Policies.

Lancaster Creative Factory is an Equal Opportunity Employer. Lancaster Creative Factory reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

An ArtSmart Team Leader role is:

- To provide guidance and instruction during art educational sessions at the LCYIC facility.
- To provide necessary reports to the LCF Project Manager.
- To oversee art project presentation and implementation with residents.

ArtSmart Team Leader Qualifications include art education experience/certification or volunteer participation in twelve previous ArtSmart program sessions.

Team Leaders are responsible for:

1. planning and professional implementation of art project
2. resident participation and engagement
3. supply control and collection
4. guiding team member interactions with residents
5. assuring team member compliance with LCYIC's rules and regulations
6. distributing and collecting evaluation documents to volunteers, staff, and residents
7. recording session data
8. securing supplies
9. overseeing clean up
10. personal time sheet notations

ArtSmart Team Leaders are required to submit LCYIC volunteer application paperwork. A copy of all clearances must be filed with LCYIC through Bryan Hubbard, Program Coordinator. If you already possess required clearances, have experience teaching, or are a certified teacher, you may apply for a Team Leader position. All AS Team Leaders are hired by the LCF Director. The LCF Director will schedule your sessions according to need and availability.

AS Team Leaders are paid an hourly rate. Checks are issued by the Lancaster Creative Factory and mailed on the 15th and 30th of each month.

All AS Team Leaders are required to have following clearances:

Pennsylvania State Police Request of Criminal Records Check

Department of Public Welfare Child Abuse History Clearance

Federal Criminal History Record Information (CHRI) in a manner prescribed by the
Department of Education.

Note: For further information about obtaining required clearances contact the Lancaster Creative Factory Project Manager.

Welcome to the award winning ArtSmart Volunteer/Team Leader Family.