



Volunteer Information --- Thank you for considering a volunteer opportunity with Carnegie Picture Lab!

The arts are an important part of the curriculum, ensuring our students receive a complete, world-class education. The way we make this happen is through the involvement of volunteers in the classroom, introducing the visual arts to students in a fun and interactive setting. The goal of the program is to inspire younger generations to develop their creativity, interest in, and knowledge of the arts. You can help in this important work by becoming a Picture Lab volunteer.

Picture Lab ♥'s our Volunteers!

We know we couldn't deliver our quality program without you. That's why volunteers are a key focus of Picture Lab. In fact, we've made creating an excellent volunteer program one of our top goals. As a Picture Lab volunteer, you can expect:

- A top notch training program, so that you can excel
- Opportunities to share your experiences with other volunteers, and to learn from them as well
- Timely, simple communications from us, with the information you need
- Feedback on, recognition, and appreciation for the work you do

Volunteer Opportunities

There are numerous volunteer opportunities in the Picture Lab Program.

Volunteer Advocates

An Advocate is assigned to each elementary school participating in the Picture Lab program. The role of the Advocate is to serve as liaison to the school principal and to communicate with classroom teachers. The Advocate identifies potential classroom volunteers and coordinates scheduling of classroom presentations at a time that works for both teachers and volunteers. The Advocate picks up and distributes project materials to their school and usually also serves as a Classroom Volunteer. A Volunteer Advocate typically oversees 6-10 classroom volunteers and serves an average of 20 hours per year.

Classroom Volunteers

Classroom Volunteers are responsible for delivering three lessons per year to their assigned classroom, which include a PowerPoint presentation and a hands on art project. They are required to attend three trainings annually and to carefully review each artist and project in advance. Volunteers are also required to complete a brief assessment report following each session. Annually, a Classroom Volunteer can expect to serve 4.5 hours per classroom, 4.5 hours in training and approximately two hours prep time. Classroom Volunteers can sign up for more than one classroom as their schedule permits.

Field Trip Volunteers

The Field Trip Volunteers are responsible for assisting with the 5th grade Foundry Field Trips that are held one Friday afternoon per month from October thru May. The field trip volunteers will walk students on a tour of the facilities and assist with the art interaction projects. A field trip volunteer can expect to serve 2 1/2 hours per month. Training is provided onsite at the Foundry. Volunteers are not required to commit to all field trips.

Additional Volunteer Opportunities

Picture Lab is lead by a volunteer Board of Directors and has a number of opportunities for people to get involved behind the scenes to keep this dynamic nonprofit organization running. These opportunities include serving on the Curriculum Committee that establishes the lessons that are taught each year, and volunteering at one of our many community outreach events.

The Board of Directors is also seeking new members who are experienced in the areas of Communications/Marketing, Fundraising/Development, Technology Expertise (CRM's, Multi-platform email marketing, social media, etc.) Event Planning and Finance. Contact info@carnegiepicturelab.com if you would like more information about joining the Board.

Who are Picture Lab volunteers?

Many of our volunteers are parents of students benefiting from Picture Lab but the opportunity is available to artists, students and other community members.

Volunteer Training

All volunteers who work in the classroom are required to attend three training sessions annually (September, January, and March). Each session is focused on the artist lesson assigned to the school at which the volunteer expects to teach. Individual training sessions can be arranged for those who would like the opportunity to teach at multiple schools or for those who are unable to attend the scheduled trainings.

Volunteer Advocates are asked to attend an additional special training session focused on their roles and responsibilities.

Field Trip, Curriculum Committee, and Outreach volunteers will receive training during their initial meetings as needed.

Volunteer Communications

You can connect with CPL at carnegiepicturelab.com! Training times, lesson plans, volunteer opportunities and more can be found there!

Each volunteer advocate will develop their communication mode for the volunteers and will communicate with them about how it will be done.

Quarterly lesson review surveys are given and a group session is scheduled so that volunteers can hear from one another about tips and techniques to make the lesson and projects successful. A summary of the lesson review notes will be posted to the website following the review.

Volunteer Recognition

Keeping good volunteers is a priority for Picture Lab. We recognize our volunteers in our newsletter and on the website, as well as at training and check-in sessions. Our biggest effort in this area, however, is the year-end Volunteer Celebration, which focuses on applauding our volunteers and your accomplishments.

Volunteer Calendar

August

Training dates communicated to volunteer advocates and classroom volunteers
Volunteer Advocates Training --- roles and responsibilities

September

Volunteer training (includes advocates and classroom volunteers) --- how to manage classrooms, how to effectively teach art history and art projects, plus fall artist presentation and project
Volunteer Advocate picks up art supplies for fall artist
Volunteer Advocates work with teachers and volunteers to schedule classroom presentations during September, October and November

October & November

Volunteers complete presentations in classrooms

December

Art supply boxes returned to Picture Lab Studio by volunteer advocates
Dates for second training session are communicated to all volunteers
Fall lesson review session

January

Volunteer training --- winter artist presentations and projects
Volunteer advocates pick up art supply boxes for winter artist
Volunteer advocates works with teachers and volunteers to schedule classroom presentations in January, February and March

February

Classroom presentations

March

Classroom presentations
Volunteer advocates return winter artist art supplies to PL Studio
Winter lesson review session
Volunteer Training - Spring artist presentations and projects

April

Volunteer advocates pick up spring artist art supplies at PL Studio
Volunteer advocates work with teachers and volunteers to schedule classroom presentations in April and May
Thank you event for volunteers and other community supporters

May

Volunteers complete presentations in classrooms

June

Volunteer advocates return spring artist box to PL Studio