

# Hunterdon **Art** Museum

center for art, craft & design

Dear Potential Summer Camp Volunteer,

Thank you for your interest in volunteering at the Hunterdon Art Museum. HAM volunteers are a key ingredient of our summer art program in a number of important ways that range from offering encouragement and support to younger children to specific activities such as daily clean-up. The role of a HAM Summer Camp volunteer is challenging and requires an individual who is responsible, dependable, and self-motivated. We are looking for volunteers to act as studio assistants and staff liaisons; therefore, your application and correspondence must come from you, the potential volunteer; **inquiries from parents on behalf of their children will not be considered**. HAM summer camp volunteers must be capable of being responsible for and working with children as well as acting as a positive role model. Please note that applications are due by the end of the day **May 20, 2022**.

In order to learn about you and your specific talents and skills please complete the following forms and email them to [martha@hunterdonartmuseum.org](mailto:martha@hunterdonartmuseum.org) or send them by mail to 7 Lower Center St, Clinton, NJ 08809 attn: Martha Kelshaw.

1. HAM Helper Application
2. HAM Helper Contact Information
3. HAM Summer 2021 Camp Schedule
4. (2) HAM Helper Reference Forms

\*If you were a HAM Helper last year, please just complete the contact information and schedule forms.

Applicants who best fit the requirements of the program will be contacted for an orientation and informed of their eligibility as a HAM Helper as soon as possible.

If you would like more information before applying, please email [martha@hunterdonartmuseum.org](mailto:martha@hunterdonartmuseum.org). Thank you for your consideration and your efforts to participate in the HAM Helpers program.

# HAM HELPER CONTACT INFORMATION

Please Print Legibly

Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Age (must be 16 or older) \_\_\_\_\_ Grade Entering \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Guardian Name(s) For Emergency Contacts \_\_\_\_\_

Home Telephone # \_\_\_\_\_

Business # (Parent/Guardian 1) \_\_\_\_\_ Cell # (Parent/Guardian 1) \_\_\_\_\_

Business # (Parent/Guardian 2) \_\_\_\_\_ Cell # (Parent/Guardian 2) \_\_\_\_\_

Please provide the name and number of at least one alternative contact: person (s) who will assume care of HAM Helper if parent is unreachable.

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

List any known allergies/other conditions needing special consideration:

\_\_\_\_\_

Physician's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

In case of accident or serious illness, I request that I/we be contacted. I hereby give permission for emergency medical treatment, which will include, but not be limited to, initial diagnostic x-rays and other such procedures as the physician may deem necessary for the preservation of health.

As part of a camp activity, Helpers may leave the Hunterdon Art Museum building for short walking trips. Destinations will include locations such as the museum terrace, Red Mill property, local Clinton parks, J.J. Scoops, etc. I hereby give my child permission to leave the Museum for the purpose stated above.

\_\_\_\_\_

Date

Signature of Parent/Guardian if HAM Helper is under age of 18.

## HAM HELPER APPLICATION

**What will I be doing as a HAM Helper?** Helpers get an amazing hands-on experience working with children in an art based environment throughout the day. Each day will require a combination of creative people skills combined with the daily activities involved in running an art camp smoothly; from setting up art supplies, assisting campers with their artwork, to cleaning palettes!

1. **What qualities and skills do you have to offer as a potential HAM Helper?**

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2. **What do you hope to gain from this experience?**

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3. **Have you volunteered with the Hunterdon Art Museum in the past? If so, when and what did you enjoy about volunteering here?**

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4. **Two references must be completed with these forms. References may be sent separately from other forms if those providing the references wish to send them on their own. Please make sure your name and information is on the references to make it easy to match up with your application. If you are having trouble getting reference forms filled out please contact us.**

**ALL FORMS, INCLUDING REFERENCE FORMS, SHOULD BE SENT TO**

**Education Director Martha Kelshaw.**

# HAM Summer Camp 2022 Schedule

Please check the weeks that you are interested in / available to volunteer as a HAM Helper. Please also circle **ALL DAY (8:30 a.m. to 4:30 p.m. with a lunch break from 12-1 p.m.)**, **A.M. (8:00 am to 12:30 p.m.)**, **OR** **P.M. (12:00 p.m. to 4:30 p.m.)**. Please note: All Helpers are asked to commit to **at least two shifts** (the weeks do not have to be consecutive).

_____ Week 1: June 20 – 24	ALL DAY	A.M.	P.M.
_____ Week 2: June 27 – July 1	ALL DAY	A.M.	P.M.
_____ Week 3: July 5 – 8*	ALL DAY	A.M.	P.M.
_____ Week 4: July 11 – 15	ALL DAY	A.M.	P.M.
_____ Week 5: July 18 - 22	ALL DAY	A.M.	P.M.
_____ Week 6: July 25 - 29	ALL DAY	A.M.	P.M.
_____ Week 7: August 1 – 5	ALL DAY	A.M.	P.M.
_____ Week 8: August 8 - 12	ALL DAY	A.M.	P.M.
_____ Week 9: August 15 - 19	ALL DAY	A.M.	P.M.

*\*Please note, there is no camp on July 4.*

## HAM Helpers Orientation

All HAM Helpers, both those new and returning, will need to attend the group orientation.

The dates and times of HAM Helpers' Orientation will be announced at a later date.

**HAM HELPER REFERENCE FORM**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Phone/Email Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

HAM Helpers perform a variety of duties from assisting teachers and staff during camp and lunch hour to cleaning palettes and sweeping. Helpers get a lot of hands-on experience working with children, but much help is needed with set-up, clean-up, and checkout each day. Helpers are an integral part of the camp program. Their work helps ensure that camp runs smoothly. Please help us assess the suitability of the applicant to be a HAM Helper by rating them on the following traits.

Leadership

1 2 3 4 5  
Poor Excellent

Responsibility

1 2 3 4 5  
Poor Excellent

Respect (for authority and for others in general)

1 2 3 4 5  
Poor Excellent

Dependability

1 2 3 4 5  
Poor Excellent

Trustworthiness

1 2 3 4 5  
Poor Excellent

Please include any additional comments below or on the back of this sheet.

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*Thank you for your time and assistance.*

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*Thank you for your time and assistance.*