

Hunterdon **Art** Museum

center for art, craft & design

January 2016

Dear Potential HAM Helper,

Thank you for your interest in volunteering at the Hunterdon Art Museum. HAM Helpers 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 helper is challenging and requires an individual who is responsible, dependable, and self-motivated. We are looking for young men and women to work 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 Helpers must be capable of being responsible for and working with children as well as acting as a positive role model. Please note that applications and all forms are due by the end of the day June 1, 2016. No applications will be accepted after June 1.

In order to learn about you and your specific talents and skills please complete the following forms and mail them to the address below:

1. HAM Helper Application
2. HAM Helper Contact Information
3. HAM Summer 2016 Camp Schedule
4. (2) HAM Helper Reference Forms

Hunterdon Art Museum
ATTN: April Anderson-SUMMER
7 Lower Center Street
Clinton, NJ 08809-1303

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

If you would like more information before applying, please feel free to contact me at the Museum Monday – Friday 9 am – 5 pm. Thank you for your consideration and your efforts to participate in the HAM Helpers program. I look forward to meeting with you.

Sincerely,

April Anderson
Education Coordinator

april@hunterdonartmuseum.org

908.735.8415 ext. 119

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

Parent Name(s) For Emergency Contacts _____

Home Telephone # _____

Business # (Mother) _____ Cell # (Mother) _____

Business # (Father) _____ Cell # (Father) _____

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 patio, 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; everything you can imagine from sweeping floors to cleaning palettes!

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

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

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

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.**

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

**April Anderson
Education Coordinator
Hunterdon Art Museum
7 Lower Center Street
Clinton, NJ 08809**

HAM Summer Camp 2016 Schedule

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

<input type="checkbox"/>	Week 1: June 20-24	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 2: June 27 – July 1	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 3: July 5 – 8 (No camp July 4)	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 4: July 11 - 15	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 5: July 18 - 22	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 6: July 25 - 29	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 7: August 1 - 5	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 8: August 8 - 12	ALL DAY	A.M.	P.M.
<input type="checkbox"/>	Week 9: August 15 - 19	ALL DAY	A.M.	P.M.

We will be conducting group interviews, please indicate which group interview works best for you:

Tuesday June 7, 5:30 - 6:30 pm

Thursday June 9, 5:30 - 6:30 pm

All returning and new HAM Helpers will need to attend an orientation to meet the staff and other volunteers.

Please indicate which orientation session you will be able to attend:

Wednesday June 15, 5:30 pm – 7:30 pm

Friday June 17, 5:30 pm – 7:30 pm

If you have questions or would like to discuss anything regarding the different weeks please feel free to email or call me at april@hunterdonartmuseum.org or 908.735.8415 ext. 119.

