

## Creative Works Studio, Program Support Volunteer Role Description

<b>Supervisor:</b>	<b>Isabel Fryszberg</b>
<b>Days/Shifts:</b>	<b>Must be available during one of our drop-in sessions (Mondays, Wednesdays, Fridays from 1:30PM – 4:30PM and Thursdays from 10AM – 12:30PM)</b>
<b>Purpose:</b>	To assist with the artistic classes and workshops at Creative Works Studio.

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Creative Works Studio *Program Support* volunteers assist with the coordination of member-based programs in the Studio and may include:

- Prepare snacks and coffee before workshops
- Assist in setting up and cleaning up the Studio for classes
- Guide members in the use of the studio resources
- Assist program facilitators and encourage member participation
- Participate in creating arts as well as check-in/out activities alongside members
- Instruct and assist members with editing photographs using Photoshop
- Provide art workshops or give art presentation (once proposal is approved)
- Share artistic skills with Studio members
- Assist members with designing greeting cards

### ***Training and Orientation***

*Program Support* volunteers work alongside our clients and so will require volunteer training from St. Michael's Hospital with:

- General volunteer orientation (including St. Michael's Hospital infection control and confidentiality)
- "Understanding Mental Illness" Workshop

Volunteers will also receive orientation specific to the Creative Works Studio environment:

- Review of Creative Works Studio volunteer manual
- Orientation to placement role by staff member

### ***Confidentiality and Professional Boundaries***

Creative Works Studio requires that strict confidentiality be maintained with respect to all member and Studio information obtained by volunteers. Volunteers are expected to conduct themselves within the scope of the volunteer role in a professional and appropriate manner. Maintenance of professional boundaries is critical. Volunteers will follow Studio's guideline on self-disclosure, conflict of interest (i.e. gift giving), and member contacts beyond professional relationships.