



BUFFALO CENTER FOR ARTS AND TECHNOLOGY

1221 Main Street
Buffalo, New York 14209

716-259-1680
www.bufcat.org

VOLUNTEER OPPORTUNITIES

Committed volunteers are a valuable part of the BCAT team. Volunteers are welcome to devote as many hours as personally feasible. Currently we are only able to offer volunteer opportunities during business hours (M, F 8:30 AM - 5 PM, T-Th 8:30 AM – 7:00 PM and some Saturdays). We encourage interested volunteers to indicate into their application the role(s) that align most with their interests and skills.

Administrative Support

- **Promoters** – Help in the distribution of materials and information to people calling with inquiries about BCAT programs, assist in community outreach opportunities through various channels
- **Data-Entry** – Aide BCAT staff in data entry; specific to the organization, development, youth or adult programming as according to interest
- **Graphic Design** – Assist in designing student handbooks and materials for youth and adult programs
- **General Desk Work** – Answering phones, greeting students, touring the facility with visitors, and other administrative tasks

Program Support

- **Event Volunteer** – assist at BCAT fundraisers, student events, graduations and art shows
- **Workforce Development Coach** – assist our Adult Workforce Development students with resume preparation, interview skills, networking skills, and professional development opportunities
- **After School Support** – Assist in after school program with maintaining order and safety for BCAT youth during arrival and transition time, serve as a second adult in the room during Youth Arts programming
- **Academic Support (ADULTS)** - serve as an academic support person for individual or small groups of adult students working on study skills or specific areas such as Medical Terminology or Anatomy and Physiology
- **Academic Support (YOUTH)** – serve as an academic support person for youth who may need assistance with student skills
- **Youth Field Trip Chaperone** – serve as a chaperone as youth explore arts destinations and colleges in the area

If you are interested in joining BCAT's family of dedicated volunteers, please take a few minutes to:

- 1) Complete Volunteer Application
- 2) **Sign Background check release** form (required for all BCAT staff, volunteers and contractors)

Please forward your complete application:
Buffalo Center for Arts and Technology
VOLUNTEER OPPORTUNITIES
1221 Main Street
Buffalo, New York 14209
Or: info@bufcat.org

BUFFALO CENTER FOR ARTS AND TECHNOLOGY

HONOR CODE

Buffalo Arts and Technology Center (BCAT) is an organization built on shared values. These values teach that hopefulness and freedom have true meaning when we agree to respect one another, embrace learning opportunities, listen with the intent to understand and shape solutions to problems. More than a collection of studios, BCAT is also a community that defines itself through culture. Such a community cannot survive and thrive without mutually respected guidelines that ensure the safety and productivity of its people in an environment where they can work comfortably together. These guidelines require community members to be aware of and assume responsibility for their actions and their effects on others. Members of the BATC community uphold these ideals in our studios and during all related activities with students regardless of where or when they occur.

Participation in BCAT programs is a privilege, one that is earned and maintained through a positive attitude about learning and a genuine desire to be an active member of its community. It is critical that its guidelines are taken seriously; the Buffalo Center for Arts and Technology only succeeds when community members uphold their shared guidelines with diligence and rigor.

BCAT Youth Honor Code

- I will arrive on time, attend regularly and participate in all course activities.
- I will always receive permission before using a mp3 player, cell phone or other electronic device.
- I will use time productively and work to the best of my ability.
- I will respect personal privacy and property of peers, faculty and staff.
- I will respect tools, equipment, BCAT facilities and grounds and use materials wisely.
- I will socialize in community spaces only during scheduled studio breaks.
- I will respect the Buffalo Center for Arts and Technology environment and others in the building by speaking quietly in hallways and avoiding running or horseplay, etc.
- I will refrain from tobacco, alcohol or drug use and understand that violation of this rule may result in immediate suspension from BCAT programs.
- I will avoid eating and drinking in the arts studios.
- I will remain with the class until the bus or my ride has arrived.
- I will always consult an instructor before leaving the group for any reason.
- I will act as a role model by demonstrating Buffalo Arts and Technology values of "Respect, Listen, Embrace, Shape, Learn, Influence."



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VOLUNTEER APPLICATION

Date: _____

Application for: **Volunteer** **Student Intern** **Service Learning**

Last Name: _____ First Name: _____

Address: _____

City / Town / State: _____ Zip Code: _____

Phone: _____ Email: _____

In Case of Emergency, Please Notify:

Name: _____ Phone: _____

Relationship: _____

Are you 18 years old or older? **YES** **NO** If no, what is your birth date? _____/_____/_____

Are you a U.S. Citizen? **YES** **NO**

Please answer the following questions:

Why are you interested in volunteering at BCAT?

If you are interested in a particular area or assignment, please indicate your preferences:

Please list previous volunteer experience:

Do you have any special interests or talents?

EDUCATION:

Are you currently in school? YES NO School: _____

Major: _____

Are you part of the "Service Learning Program" at your school? YES NO

Are you enrolled in an "Internship Program" at your school? YES NO

#Hours needed: _____ Time of Day Interested: _____ Days Available: _____

School Contact: _____ Department: _____

Title: _____ Phone: _____

If not affiliated with a school and want to "Volunteer" at BCAT time? YES NO

#Hours needed: _____ Time of Day Interested: _____ Days Available: _____

EMPLOYMENT:

Are you currently employed? YES NO If yes, your title: _____

Employer: _____

Address: _____ Phone: _____

Supervisor Name: _____ Phone: _____

Title or Position: _____

Reason for Leaving: _____

Please list one personal reference (not a relative):

Name: _____ Phone: _____

Please note: We perform a Background Check on all Volunteers?

Your Signature: _____ Date: _____

PLEASE RETURN TO:
BUFFALO CENTER FOR ARTS AND TECHNOLOGY
STACEY WATSON, DIRECTOR OF PROGRAMS
1221 Main Street
Buffalo, New York 14209