

# icity ARTS!

PROVIDENCE CITYARTS FOR YOUTH

## Volunteer Handbook 2011 – 2012

Revised February 13, 2012



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# Welcome to ¡CityArts!

## Mission

The mission of Providence ¡CityArts! for Youth is to provide free professional art-based education and training to Providence youth in a fully developed community-based arts center that reflects, encourages, and promotes the rich ethnic diversity of Providence, our capital city. The CityArts mission is to ensure our capital city's most challenged youth access to quality arts programs—unhindered by socio-economic barriers, and celebrating the arts as a means to youth empowerment, community building and social change.

## About ¡CityArts!

CityArts provides opportunities for youth to participate in high-quality arts learning during in-school and afterschool hours, in addition to school vacation weeks and summer. Our program now supports 1500 youth in year-round arts programming, extending support structures for vulnerable youth beyond the school hours into the community. All CityArts programs for youth are offered free of charge and serve Providence youth between ages 8-14, with high concentrations of students coming from the neighborhoods of South Providence, Elmwood, Washington Park, West End, and Olneyville. The core of our work centers on the healthy development of urban youth and supporting positive solutions and creative opportunities to find expression through visual arts, film, dance, music, performance, and creative writing. In addition, CityArts features a gallery space that showcases artwork by the youth in our programs as well as exhibitions and workshops by professional artists from our community.

## About our Students

CityArts youth are from low to moderate income households with little or no opportunity for consistent and affordable access to quality out-of-school time programs—particularly in the arts—and are limited in their exposure beyond their own neighborhoods.

Roughly 69% of our students are Latino, 23% are African American, 3% are Caucasian and 5% are of other ethnicities.

## Programs

Our work is realized through a corps of passionate community activists, professional artists, certified arts educators, volunteers, families, and business leaders. We strongly believe in building a sense of “community” for the arts and creative expression, and in strengthening connections between youth, families, and our surrounding communities. Our theme-based curriculum encourages inquiry-based exploration and creative expression through visual arts, dance, music, performance, and creative writing.

CityArts' staff and its corps of Teaching Artists work with youth to promote learning in and through the arts. Our program menu has included: painting, drawing, ceramics, sculpture, mask-making, puppet-making, mixed media, theatre, dance, drumming, spoken word, video production, animation, mural painting, mosaic, printmaking, arts & literacy programs, and arts & science programs.

Our work is characterized by the following:

- Emphasis of theme-based inquiry and art exploration
- Engagement in dialogue and understanding of issues that affect students' lives and communities
- Reflection on work through individual and group discussion
- Encouragement and empowerment of youth to find their voice through creative expression
- Mentorship from positive role models in a professional arts studio setting
- Access to professional art-making equipment, tools and materials

## Partnerships

CityArts serves youth in a variety of ways and through several partnerships:

- *Open Enrollment* classes are available to any Providence youth between the ages of 8 and 14. These classes take place on-site at CityArts' Broad Street location during afterschool time (3:30-5 pm), during school vacation weeks, and during our summer arts camp.
- *Providence After School Alliance (PASA)* classes serve students from several Providence Public Middle Schools. Some PASA classes are offered afterschool on-site at CityArts, while others take place in the AfterZones at each school. Students sign up for these classes through PASA, at their school.
- CityArts supports arts integration in daytime classes at *Nathan Bishop Middle School* and *Roger Williams Middle School* thanks to its team of full-time AmeriCorps members serving at each site.
- CityArts provides some after school art classes for *Highlander Charter School*. These classes are part of Highlander's afterschool program, and are available exclusively to Highlander students.
- CityArts provides daytime arts classes for *The Learning Community*, a K-8 charter school in Central Falls. Dedicated teaching artists lead these classes, and frequently invite guest artists to visit their studios.
- CityArts is increasing its partnerships with local schools and youth organizations thanks to the AmeriCorps Expanded Day Teaching Artist Project team. Members of the EDTAP team will be supporting arts education and creating arts integration programs at various sites throughout Providence.

## CityArts Organizational Goals

- To create more opportunities for youth to engage in quality arts learning and integrated-arts curriculum
- To design and implement innovative curricula through which young people will learn the fundamentals and concepts of the visual, performing and literary arts
- To provide a safe environment which encourages artistic expression and freedom

- To build a strong sense of community within CityArts and foster connections to the communities that surround us
- To enhance communication, critical thinking, and problem solving skills through arts education
- To build self-esteem and confidence through arts education
- To foster the development of critical thinking skills and a thirst for learning—healthy habits for future success
- To expose youth to creative careers and cultivate lifelong learners
- To develop a community-based arts center that provides a broad range of arts services
- To nurture the revitalization of our immediately surrounding neighborhoods
- To build collaborative relationships with and among other arts and education groups and institutions
- To provide experiential learning, mentorship, and training through the leadership of a well-trained staff of teaching artist practitioners
- To provide opportunities for youth to achieve to their fullest potential through engagement in multi-disciplinary approaches to learning

## **General Information**

### **Location**

CityArts is located at 891 Broad Street in the Berkander Building, a historic jewelry factory. Please note that CityArts staff, volunteers, and families should exclusively use the Broad Street entrance, as the Lexington Avenue entrance is reserved for Highlander Charter School.

### **Berkander Building**

The Berkander building houses two separate but partnered institutions. Highlander Charter School classrooms fill the West side of the building, while CityArts studios are concentrated on the Broad Street side. When escorting students through the hallways, please remember that other students may be working in classrooms both during the school day and afterschool. CityArts students should line up at the classroom door and move quietly through the halls to avoid distracting other students and staff.

### **Parking**

The best places to park are on Broad Street or on Houston Street, directly across from CityArts. While the spots along Broad Street are posted as spaces with a 2 hour limit, the city very rarely tickets those spots. Lexington Avenue is generally occupied with Highlander staff cars. The Compare Foods parking lot is for customers only. Wherever you park, please be careful not to leave valuables like iPods, cell phones, or GPS devices in your car.



# Volunteering at CityArts

## Becoming a volunteer

There are many ways for individuals to get involved with CityArts. We are always looking for volunteers to assist teachers in our classes, help with special events and community celebrations and support our administrative work. The first step to becoming a volunteer is to fill out a volunteer application (available online at [www.providencacityarts.org](http://www.providencacityarts.org)) and email it to [nika@providencacityarts.org](mailto:nika@providencacityarts.org) or mail it to our physical address. A member of the CityArts staff will then be in contact to discuss available opportunities or to set up a time to meet and tour our studios.

If there are no volunteer opportunities available at the time, all applicants will be placed on our email list to receive our volunteer e-newsletter with updates and information about our current schedule.

Once you, the volunteer, are ready to commit to working at CityArts, you will sign a volunteer agreement that establishes your schedule and outlines your responsibilities. You will also complete the New Volunteer Packet containing information on our sexual harassment and drug policy, an emergency contact sheet and a photo release.

## Expanded Day Teaching Artist Project (EDTAP)

Volunteers who are interested in making a larger commitment to CityArts are welcome to become involved in the AmeriCorps Expanded Day Teaching Artist Project (EDTAP). EDTAP is a corps of teaching artists working to enrich the expanded day model of student learning. AmeriCorps EDTAP Minimum-time Teaching Artists will primarily teach during the school day as well as during the afterschool portion of the expanded day, in programs including PASA Club AfterZone and CityArts Open Enrollment. Volunteers must commit to completing 300 service hours with CityArts as minimum-time AmeriCorps members, and in return, will receive a \$1,132 education award at the end of their service, which can be used to pay back qualified student loans or go toward higher education including continuing ed. For volunteers 55 years of age or older, awards are transferrable to children, foster children and grandchildren.

To apply, please email a cover letter and resume to [nancy@providencacityarts.org](mailto:nancy@providencacityarts.org).

## Who to contact

For questions regarding the CityArts *Expanded Day Teaching Artist Project (EDTAP)* team please contact Nancy Smith Worthen at 401.941.0795 x 120 or [nancy@providencacityarts.org](mailto:nancy@providencacityarts.org).

For questions regarding CityArts' *after-school program and volunteering as a teaching assistant* please contact Nika Gorini at 401.941.0795 x 114 or [nika@providencacityarts.org](mailto:nika@providencacityarts.org).

For questions regarding helping out in *the CityArts office, with our gallery or with special events* please contact Anne Shackelford at 401.941.0795 x 113 or [anne@providencacityarts.org](mailto:anne@providencacityarts.org).

## Volunteer Roles and Responsibilities

*Teaching Assistants* support our instructors in the classroom and help CityArts staff during student arrival and dismissal. Being a teaching assistant is a great opportunity to work with our students and learn from our experienced teaching artists.

Responsibilities include:

- Supporting instructors by preparing materials, organizing supplies, setting up and cleaning up the studio.
- Providing one-on-one guidance to students who may need extra attention or support.
- Monitoring students during snack time and recess, if applicable; helping to escort students to and from the studio.

Time Commitment: One or two days a week between the hours of 3 and 5 pm during the school year

Or five days a week from the hours of 9am to 3:30pm during camp

Requirements: Must commit to the full 10-week session, weeklong vacation camp or 4-week summer camp.

Must feel comfortable working with children.

Must be 15 years of age or older.

Placements made within: CityArts Open Enrollment, PASA and Highlander after-school

*Documentarians* help photograph, film, and organize our students' work and capture all of the fun and creation happening inside and out of the classroom. The resulting products are crucial in helping potential donors, volunteers, friends, families and alumni see all the great things taking place at CityArts.

Responsibilities may include:

- Photographing students, teaching artists and volunteers in our classrooms.
- Attending special events to take photos or film performances.
- Photographing student work and special projects.
- Editing photographs or films at the CityArts office.

Time Commitment: open

Requirements: Interest in photography, filming or archiving work.

Volunteer hours may take place on-site at CityArts or off-site for field trips, events or off-site classes. Editing and compilation may be done at CityArts or at the volunteer's leisure.

*Gallery Curators* help CityArts utilize the gallery as an outreach tool to better engage our community. Curators help find local artists, create marketing materials for shows and set up exhibitions in our gallery space.

Responsibilities may include:

- Researching local artists
- Creating marketing materials and contacting local media.
- Developing educational materials for classroom visits to the gallery.
- Setting up exhibitions and organizing opening reception events.

Time Commitment: Gallery staff meet once a month to discuss new shows and developments. Other work for the gallery may be completed in the office at a pre-scheduled time or off-site at the volunteer's leisure.

Requirements: Interest in developing the gallery space as an educational outreach tool.

*Office Aides* assist with the day-to-day administrative workings at CityArts. The tasks taken on by office aides vary, but may include supporting our organizational systems, helping with outreach and recruitment or data tracking.

Responsibilities may include:

- Supporting CityArts staff with administrative work.
- Helping with marketing, outreach and mailings.
- Help with fundraising and special events preparation.

Time Commitment: Open

Requirements: Interest in working in an office environment.

*Friends of CityArts* help make our outreach and fundraising events a success. Friends may help in the planning stages or help run the event.

Responsibilities may include:

- Planning an event for our students and their families in order to better engage our community.
- Leading activities and supporting set up/clean up at a community event.
- Helping plan fundraising events, including our annual gala.

Time Commitment: Ability to attend planning meetings and/or the actual event.

Requirements: Interest in event planning or desire to engage with our community at our events.

*Studio Aides* help with the general up-keep of CityArts studios and supplies. Aides may help with post-session studio clean ups and the organizing of supplies and storing of student work.

Responsibilities may include:

- Helping compile student work.
- Helping clean and arrange the studios.
- Helping organize the supply closets.

Requirements: Desire to help keep CityArts clean and organized for our students and staff to enjoy.

## **Training and Development**

In addition, all volunteer teaching assistants are invited to attend CityArts' monthly professional development series. A new workshop will be offered at CityArts the first Friday of each month from 10 am – 12 pm. The workshop topics will vary but are organized so as to benefit our teaching artists and staff as they work in the classroom.

We also hope to assist our volunteers' development as teaching artists and whenever possible create opportunities for learning and growth within the classroom. Long-term teaching assistants may work with CityArts staff to create an opportunity to lead a lesson or workshop. Because of scheduling constraints, this opportunity is not always available, but if interested, get in touch with Nika at [nika@providencecityarts.org](mailto:nika@providencecityarts.org).

## **CityArts Community**

As a large network of teaching artists, volunteers and staff, we like to provide opportunities for the CityArts community to come together as a whole.

*Open Studio Nights* offer a chance for artists to gather after class in the CityArts studios to pursue their own work. It's a great way to set aside time to focus on your work and possibly collaborate with others. You must bring your own supplies, but certainly come for the community!

*Staff Gallery Exhibitions* are organized annually in order to showcase the work of teaching artists and interested volunteers.

*Holiday Events* are a great opportunity for the CityArts community to get together for some food and fun!

## **CityArts Policies and Procedures**

### **Session Schedule**

Open Enrollment and PASA programs have four sessions each year: Fall, Winter, Spring, and Summer. CityArts also offers weeklong vacation camps during the Providence Public Schools' February and April vacations. CityArts classes do not meet on national holidays. Please consult the calendar in this handbook for detailed session dates and holidays.

At the end of each session, Open Enrollment, PASA, and Highlander classes typically culminate in an early evening celebration, including an exhibition and performances of student work. When possible, we invite guests to a "teachback" event where students lead families and other guests in workshops to share the new skills they have learned over the course of the session. Teaching Assistants and volunteers are encouraged to attend.

### **Student Arrival and Departure**

#### *Open Enrollment* classes

- Students begin to arrive and sign in at 3 pm.
- Teaching Assistants are responsible for meeting students in the cafeteria at 3:15 and bringing them up to the studios at 3:30.
- Teaching Artists should dismiss "walkers" (students with permission to walk home) at 4:55.
- The Teaching Assistant should accompany all other students to the cafeteria at 5 pm, then return to the studio to assist with clean-up. Please make sure an adult is present before leaving students in the cafeteria—do not leave children unattended!

#### *Highlander Afterschool* classes

- Students will be escorted to the gallery at 4 pm.
- Teaching artists and assistants should meet students in the gallery and lead them to the studios.
- At 5 pm, teaching artists and assistants should lead students back to their homerooms. Older students may return to their homerooms unaccompanied.
- Please do not dismiss students before 5 pm, as there will not be supervision in their homerooms until that time.

#### *PASA AfterZone* classes

- Students are dismissed from daytime classes and start arriving in the school cafeteria at 2:40 on Mondays, Wednesdays and Thursdays. Tuesdays are early dismissal in Providence Public Schools, and students will arrive in the cafeteria at 1:40.
- Teaching Artists and Teaching Assistants should meet students in the cafeteria and lead them to the assigned class space. (At 3:00 on Mon/Wed./Thurs. and 2:00 on Tues.)
- Class lasts one hour and then students transition between classes.
- At the end of the second session, students are escorted back to the cafeteria for dismissal. (At 5:00 on Mon./Wed./Thurs. and 4:00 on Tues.)

## Supplies

While we pride ourselves on providing quality art supplies for our classes, please know that CityArts operates with limited resources. We value instructors who can work creatively with the materials on hand in our supply closets, recycle or repurpose supplies, and solicit supply donations.

Volunteers will never be asked to provide supplies. For classes, teachers will gather supplies from our closets or ask for the TA's assistance in retrieving supplies. The keys to open studio closets are located on a hook along the wall in the Program Office.

## Illness or Injury

- If a youth in the program is sick, feels nauseous or otherwise does not feel well enough to participate in class, the youth may be escorted to the Program Office. If after a short break the student is unable to return to class, a parent or guardian will be called to pick the student up.
- If the student is in a Highlander class, they should be escorted to the Highlander Afterschool Office (near the Highlander entrance).
- Never give over-the-counter or prescription medication to a student without parent or guardian permission.
- Minor cuts, scrapes, or bumps can be treated using the first aid kit located in the CityArts Program Office. There are ice packs in the freezer of the Highlander Staff Lounge. *Any* injury to the head should be reported immediately to a parent or guardian, even if it does not appear severe.
- Call 911 immediately for serious illness or injury such as unconsciousness, choking, broken bones, or deep cuts or scrapes. Notify parents/guardians as soon as emergency services have been contacted. Make a copy of the student's registration forms for emergency technicians so that they will have contact information and be aware of any allergies, medications, or pre-existing conditions.
- For any serious illnesses, injuries, or physical fights between students, an adult must fill out an incident report detailing what occurred, when and where, and submit it to the Education Director.

## School and CityArts Program Cancellation Procedures

In the case of severe weather conditions, CityArts may choose to cancel programs at the discretion of our administration. We generally follow the lead of our school partners in determining program cancellations:

- Open Enrollment classes are *typically* cancelled when Providence Public Schools close due to weather.
- PASA classes are *always* cancelled when Providence Public Schools close.
- Highlander Charter School and The Learning Community determine their closures separately; no CityArts programs will run in either school when school is cancelled.
- Check with your partner site supervisor to determine what the cancellation policy of your site is.

CityArts' Executive Director makes the final decision about whether to close the CityArts building and cancel programs, taking many factors into consideration. When city and district officials have deemed conditions unsafe for driving, or a parking ban goes into effect, we cancel programs. However, snow days and cancellations are challenging for our families. When possible, we prefer to keep programs running.

The CityArts Volunteer Coordinators will contact all volunteers by phone and/or email in the event of severe weather to communicate about cancellations.

### **Secure Building – Highlander Charter School / CityArts Lockdown Procedure**

A lockdown procedure is employed in situations involving dangerous intruders, gun shots, extreme violence or other incidents that may result in harm to persons inside the school.

In a lockdown, school administrators, faculty and staff are asked to immediately lock classrooms/office doors.

If the decision is made to lockdown the building, the following measures will be taken:

- The Principal will issue lockdown procedure by either announcing a warning over the school's public address system, sending a messenger to each classroom, or sounding bells.
- The Principal or administrator will call 9-1-1 to notify Police/Fire Department/Emergency Management Agencies of the situation.

If the location of the intruder is known, the principal will announce his/her location using the name "Mr. Blackwell":

"ATTENTION, PLEASE. ATTENTION, PLEASE. Mr. Blackwell is IN THE BUILDING. Mr. Blackwell is in the [location]."

If you hear this announcement, please remain calm and ask students to seek safe hiding spaces under the tables. If possible, lock the doors to the room and cover windows facing the hallway.

Messages about lockdown may also be communicated by written word or by phone. Messengers may be sent as an alternate means of staff notification. To CityArts, the messenger will be Assistant Principal Jane Picciotti. When it is safe to emerge, another announcement will be made.

# Volunteer Policies and Procedures

## **Absences**

Volunteering at CityArts is a serious commitment. We rely on our volunteers to help effectively run our programs and in order to better serve our students. If you are scheduled to volunteer with us and are unable to make it, please contact Nika at 401.941.0795 x 114 or Anne at 401.941.0795 x 113.

## **Dress**

There is no formal dress code at CityArts. However, please keep in mind that you are working with children and representing CityArts and dress appropriately. Please do not wear revealing clothing or clothing with disturbing or inappropriate words or images.

## **Personal Belongings**

Most volunteers keep their belongings with them in the classroom. However, if you'd prefer you may leave a small purse or bag with Nika or Anne in their offices. Please do not bring any valuables as CityArts is not responsible for any loss or damages.

## **Cell Phones and Electronic Devices**

Please refrain from using your cell phone and/or any electronic devices while volunteering. Having your cell phone or iPod out when working in a classroom can distract students and staff and sets a negative example for our youth.

## **Sign In/Out**

When volunteering on-site at CityArts please sign in and out on the volunteer sheet located on the table in the lobby, right inside the door. Even if you always volunteer at the same time, it is important for us to have accurate documentation of your hours. We really appreciate your help with this!

If you are volunteering off-site please track your hours. EDTAP members will report hours to Nancy and non-EDTAP members should email weekly hours to Nika (for teaching assistants) or Anne (for non-classroom work).

## **Working with youth**

When working in the classroom please be aware of the language you use and the relationships you create with students. Try to limit physical contact with students as even friendly physical contact may be misinterpreted. Never go off-site alone with a student and never give them a ride in your car.

## **Confidentiality**

At times, volunteers have access to confidential information about students and their families. We ask that you respect the privacy of our students, families and staff and not discuss such information outside of CityArts.

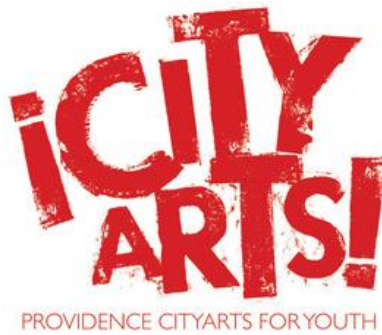
## **Termination**

While CityArts hopes to support and retain all volunteers, situations may arise in which a volunteer assignment must be terminated. Recurring tardiness, absences and violations of workplace policy may result in termination. CityArts reserves the right to end any volunteer agreement.

## **School-Specific Policies and Procedures**

For more information about school policies and procedures at our off-site locations, please communicate with the CityArts Teaching Artist at the site. Hall passes, disciplinary actions, schedule changes etc. may be handled differently at each location.

For any additional questions about volunteering at CityArts, don't hesitate to contact Nika or Anne.



## Rules of Respect

iCityArts! is a community. We count on every member of that community (including you!) to treat every other member with respect, so that we can all have fun, make art, and learn together.

### RESPECT YOUR TEACHERS

Listen quietly when teachers are talking to the class.

Follow the directions your teacher gives.

Raise your hand to ask a question.

Ask a teacher before you leave the studio—we need to know where you are at all times.

### RESPECT YOUR PEERS

Treat other students like friends.

Give positive feedback about other students' artwork.

Don't distract others around you from their work.

We don't allow any fighting or name calling, even in play.

### RESPECT MATERIALS AND SUPPLIES

Don't take more than you need, and share what you have.

Handle tools carefully, for your own safety and to keep others safe.

Clean brushes and other tools, and put them back when you're done.

### RESPECT OUR BUILDING AND STUDIOS

Clean up the table and floor around you when you're finished working.

Walk quietly through the hallways... remember that other students are working!

# Incident Report

Providence ¡CityArts! for Youth  
891 Broad Street / Providence, RI 02907 / (401) 941-0795 / Fax: (401) 831-7327

<b>Date of Incident:</b>	<b>Time of Incident:</b>	<b>AM / PM</b>
<b>Location of Incident:</b>		
<b>Name(s) of Person(s) Involved:</b>	<b>Position/Affiliation:</b>	
1. _____	_____	
2. _____	_____	
3. _____	_____	
<i>(If necessary, continue on reverse)</i>		
<b>Nature of Incident:</b>	<input type="checkbox"/> Injury / Medical	<input type="checkbox"/> Damage <input type="checkbox"/> Other
<b>Description of Incident:</b>		
_____		
_____		
_____		
_____		
<b>Name of the attending health professional (if applicable):</b>		
<b>Were the parents notified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If yes, what was said?</b>		
_____		
_____		
_____		
_____		

<b>Description of follow-up actions to be taken:</b>
_____
_____

Name of person completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# iCityArts! History and Milestones

## History

iCityArts! was developed in response to the neighborhood's critical need for positive youth learning experiences during afterschool hours and in the summer, when youth are most at-risk without the supervision and structure of school and home settings. With strong support from the City of Providence, CityArts was created in 1992 as a joint effort of two community strongholds, St. Michael's Church and the Elmwood Community Center. In examining resources for urban at-risk youth at the time, a void existed in the number and quality of youth programs and opportunities that were accessible to socio-economically challenged families in Providence. The arts were identified as a particular need. With a focus on South Providence, Elmwood, Washington Park and West End neighborhoods, an intensive 6-week summer arts camp was launched with tremendous success—reaching over 200 youth from the onset.

iCityArts! filled a void that is now recognized as an essential resource for all youth—fostering creative thinking and expression, promoting positive social development, engaging youth in public service and community and providing sources for hope and inspiration. Significant city support, corporate and private foundations and grassroots community engagements has resulted in a vibrant community arts center on Broad Street and an agency that currently serves over 1500 youth statewide, year-round and free-of-charge on site and in partnership with schools, libraries, recreation centers, and social service agencies.

## Key Organizational Accomplishments

CityArts has reached significant milestones in its development, including:

### 1992

- Providence CityArts for Youth, Inc. (iCityArts!) establishes a 501(c)(3) charter to become a community arts organization with a mission to provide quality arts programs for at-risk city youth free-of-charge.
- Organization receives landmark support from the City of Providence totaling over \$500,000 in capital funds and program support over fifteen years.

### 1995

- Acquisition of 891 Broad Street, a historic 32,000 sq.ft. manufacturing facility and its development as a community arts and education center

### 2001

- Recognition by U.S. Senators Reed, Chafee, and Whitehouse, and up to \$1M in Federal supports over 15 years including Dept. of Housing and Urban Development, Community Development Block Grants, U.S. Department of Education, and the Corporation for National Service AmeriCorps Programs.
- Growth of CityArts programs to support over 400 youth per year—a 60% increase of program and budget size over five years. In CityArts' history, CityArts has grown from a small neighborhood summer arts camp at St. Michael's Church to a year-round organization that offers rich opportunities in youth arts programs in 12 sites throughout the city.
- Honored by *Arts and Business Council Jabez Gorham Award*, *RI Monthly Best of "Youth Programs"*, and the *City of Providence* for its achievements with youth programming and arts initiatives.

## **2002**

- Strong partnerships begin with higher education institutions including the Rhode Island School of Design's Graduate Program in Teaching and Learning in Art and Design—resulting in significant graduate, undergraduate and faculty participation in CityArts youth programs over the past five years. Additional partnerships with higher education include Brown Univ., JWU, and Prov. College.
- National Community Development Association, Nelson Community Development Achievement Award for exemplary use of CDBG funds to address needs of low and moderate income families, homes and neighborhoods

## **2003**

- Innovative partnership/alliance with CVS Highlander Charter School and Bradford Dunn Institute to forge new approaches to youth development, education, and community/neighborhood development, resulting in over \$7M in public/private investment into the community and complete renovation/restoration of 891 Broad Street.

## **2007**

- Entry to newly renovated facility in partnership with Highlander Charter School. Launch of collaborative 21CCLC afterschool program with Highlander, and formation of CityArts day residencies program.
- Recipient of 2007 Associated Fundraising Professionals-RI award for Outstanding Philanthropic Service Organization.

## **2008**

- Initiation of first AmeriCorps project in collaboration with Big Picture Company/The Met School and Highlander Charter School. Formation of first team of AmeriCorps Resident Teaching Artists.
- Recognition as semi-finalist in National Endowment for the Arts Coming Up Taller Awards. Also recognized in partnership with Providence Afterschool Alliance, by George Lucas Foundation / Edutopia for quality out-of-school time programs and coordination of afterschool services/systems.
- RI Historical Preservation & Heritage Commission award for excellence in use of historic preservation investment tax credit program for renovation of our historic mill building.

## **2009**

- Expansion of Day residency programs to serve Learning Community Charter School in Central Falls, RI. Contracted program to provide over 500 K-6 students arts instruction through integrated arts-learning during the school day.

## **2010**

- United Way Community Fund grant recipient. Awarded \$300,000 over 3 years to continue quality afterschool programs for underserved communities.
- CityArts Day Residency program at the Learning Community Charter School expands to serve K-7.
- Corporation of National & Community Service / AmeriCorps ServeRI award to support EDTAP, Expanded Day Teaching Artist Project. Four full-time teaching artists and 21 minimum time members serve in 2 Providence Public Middle Schools and in our own CityArts program. Initiative adds resources to schools and communities to expand access to arts learning in order to strengthen and build youth skills towards academic achievement and development.
- CityArts' extensive programming now reaches over 1500 students in Rhode Island.

## Staff Directory

Barbara Wong  
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katelyn@providencecityarts.org

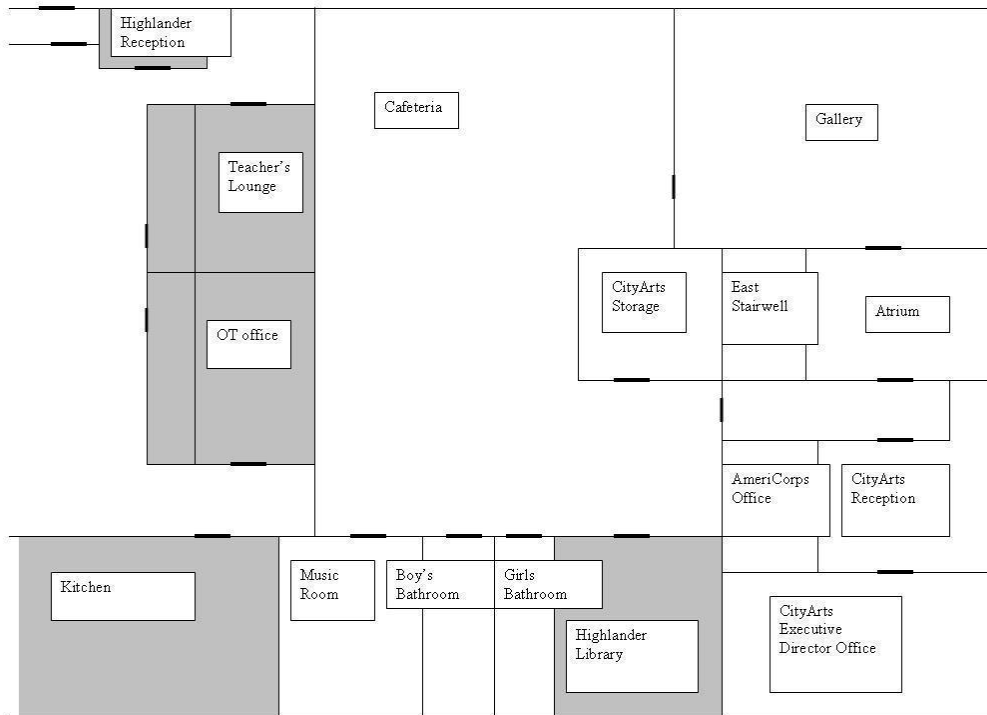
Nika Gorini  
Americorps\*VISTA Program Coordinator  
941-0795 x 114  
nika@providencecityarts.org

Anne Shackleford  
Americorps\*VISTA Resource Advancement and Outreach Coordinator  
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anne@providencecityarts.org

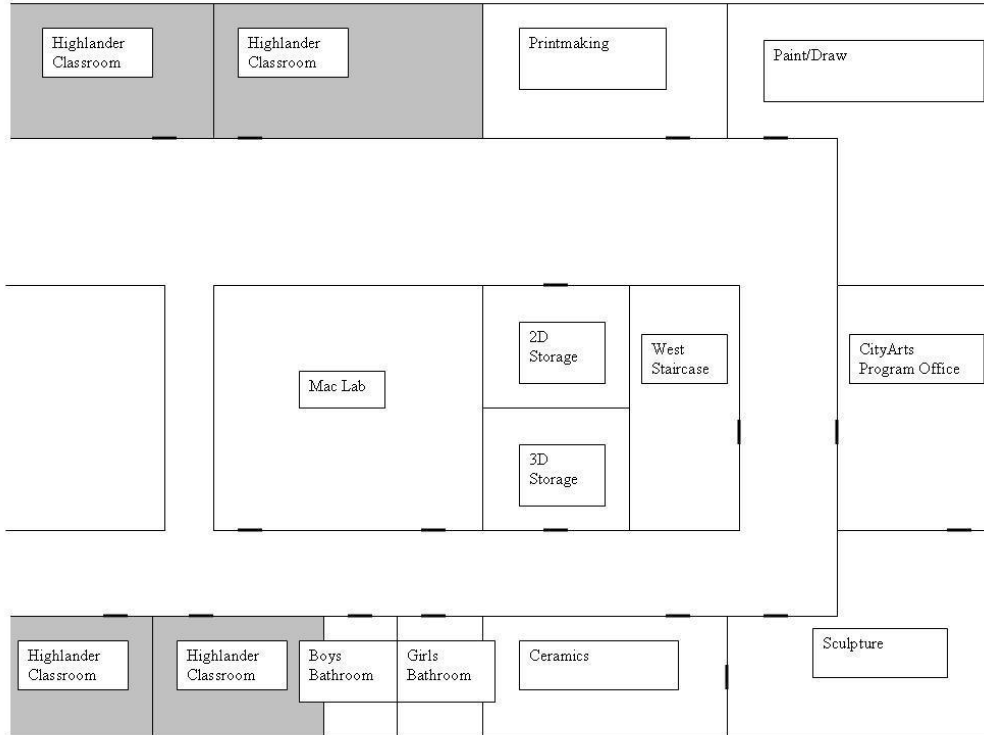
Betsy Guerzon  
Business Manager  
941-0795 x 104  
accounting@providencecityarts.org

Kristen Thompson Ramsey  
The Learning Community Program Coordinator  
401-743-8389  
kmthompson2002@yahoo.com

## CityArts Side 1<sup>st</sup> Floor Map



## CityArts Side 2<sup>nd</sup> Floor Map



# Providence CityArts for Youth | 2011-2012 CALENDAR

**8** V-Day (off)  
**12** Begin AC VISTA training  
**19** Begin AC EDTAP training

**30** PPSD First Day of School

AUGUST 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

**20** Presidents Day (off)  
**21-24** February Vacation Camp

**5** Labor Day (off)  
**11** AmeriCorps Day of Svc.  
**15** Begin Hispanic Heritage Month

**10** Special Registration Day  
**12** Registration Begins  
**28** Orientation Meeting

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**22** CA Board Meeting

SEPTEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**22** CA Board Meeting

**3** Begin Fall AFS Programs / OE & PASA  
**5-7** Singapore Delegation CA Tour/PYAC  
**10** Columbus Day (off)  
**21** RIASPA Lights On AFS

OCTOBER 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**5** Last Day Winter AFS Programs / OE & PASA  
**16-20** Spring Vacation Camp  
**23** Begin Spring AFS Programs / OE & PASA

**9-11** Nat'l Guild Conference  
 PYAC panel/Boston  
**11** Veterans Day (off)  
**24-25** Thanksgiving Day (off)

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**17** CA Board Meeting

NOVEMBER 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2012						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**3** Art Blossoms Gala  
**28** Memorial Day (off)  
**31** Last Day Spring AFS Programs / OE & PASA

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**24** CA Board Meeting

**8** Teachbacks  
**9** Last Day Fall AFS Programs / OE & PASA  
**25** Christmas Day  
**26-30** CityArts Winter Break (off)

DECEMBER 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**14** PPSD projected last day  
**18-22** AC EDTAP break  
**25-29** Summer AC EDTAP Training

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\*\*CA Our Town Mural Installation

**1** New Year's Day  
**2** CA staff return to work  
**3** Registration Begins  
**7** Special Registration Day  
**12** Orientation Meeting  
**16** MLKing Jr. Day (off)  
 \* AmeriCorps on  
**23** Begin Winter AFS Programs

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**26** CA Board Meeting

JANUARY 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2-27** CA Summer Camps  
**4** Independence (off)  
**31** AC EDTAP graduation

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\*\*Summer CA 20th Celebration

**26** CA Board Meeting



## Sample Volunteer Agreement

November 21, 2010

Mary Smith  
2 College Street  
Providence, RI 02903  
401.941.0795

Dear Mary,

CityArts is pleased to engage you in the following volunteer opportunity. Please read carefully. If you agree to all the details, sign on the line indicated. Welcome to iCityArts!

### Agreement for Services

Program	CityArts Open Enrollment
Dates and Times	Oct. 4 – Dec. 9, 2010 10 weeks, Mon. and Wed. 3:00 – 5:00

### Responsibilities of your agreement

By signing this agreement, you will support instruction in the CityArts Afterschool Program during the above listed dates and times. The assigned class will serve up to 15 students. Classroom support includes the following responsibilities:

- Arrive at 3:00 to check in with the instructor and help with student sign-in procedure.
- At 3:30 escort students to class.
- Assist the Teaching Artist in preparing materials and supplies for class.
- Work one-on-one with students to support the Instructor and keep students focused.
- Monitor youth participation/attendance and communicate with CityArts staff.
- Coordinate with CityArts Program staff to address instructional needs—e.g. supplies, facilities, youth/family/school communication.
- Maintain storage and upkeep of class supplies and equipment.
- Respect and maintain classroom facility for alternate use.
- Participate/support parent and community events as related to class activities i.e. final exhibitions, performances and celebrations.

### Attendance policy

If you need to miss a class, please notify Rachel at 401.941.0795 x 114 or Anne at 401.941.0795 x 113.

Accepted and signed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

