



4533 Coronado Parkway
 Cape Coral, FL 33904
 (239) 574-0802
artcenter@capecoral.gov

Volunteer with Cape Coral Art Center

The gifts of your talent and time are appreciated! Please return your Care Provider Background Screening Request Form and this application to Cape Coral Art Center or email artcenter@capecoral.gov

Volunteer Information

*First Name: _____ *Last Name: _____

*Email: _____

*Preferred Phone Number: _____ Check one: Cell Home Other

Secondary Phone Number: _____ Check one: Cell Home Other

*Address: _____

Is this for mandatory community service hours: Yes No

*Please let us know your Availability: _____

How often would you like to volunteer with us: _____

How long would you like to volunteer with us: _____

Why would you like to volunteer with us: _____

Minimum requirements and expectations of Cape Coral Art Center volunteers.

- A commitment of an agreed upon schedule.
- The ability to interact courteously with the Art Center patrons and staff.
- The ability to conform to the dress guidelines and code of conduct.
- Fingerprinting and/or other background checks may be required based on assignment.
- Other qualifications/certifications may be required depending on assignment.
- Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of up to 20lbs.
- Tasks may involve extended periods of time at a keyboard or work station.
- Some tasks require the ability to perceive and discriminate sounds, texture, and visual cues or signals and the ability to communicate orally.
- An appreciation of art and also a desire to share this enthusiasm with people of all ages.



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What volunteer roles are available at the Cape Coral Art Center?

We will do our best to honor your request for a certain position; however, we reserve the right to change your position if it is in the best interest of the Art Center. Please check all that you are interested in.

Office Assistant

Purpose: The purpose of this position is to give general office support to staff and assisting Art Center patrons.

Duties: This opportunity includes answering phones, greeting visitors, private tours and general office support. Assisting the staff primarily with computer data entry assignments. Knowledge of Word, Excel, Publisher and internet usage required.

Gallery Assistant

Purpose: The purpose of this position is to assist our Gallery Coordinators.

Duties: This opportunity includes assisting with exhibit receiving one Monday a month from 9am-12pm. Assisting openings in our gallery once a month on Fridays from 5-7pm arranging food trays and visitor meet and greets. Helping artists signing out their work at exhibit removal one Friday a month 9am-12pm.

Fine Arts For Kids Assistant

Purpose: The purpose of this position is to serve as a camp counselor aide.

Duties: One-on-one assistance, activities and help with childcare in our Fine Arts For Kids Summer Camp. Maintain a safe environment for the children. Help keep the classrooms and childcare areas clean and organized. Act as a positive role model, particularly modeling and promoting healthy interpersonal behaviors. FAFK Assistants are asked to make a 2 month commitment during the months of June and July.

Garden Assistant

Purpose: The purpose of this position is to keep the Art Center grounds clean and maintained.

Duties: Remove garbage, old blooms, dead branches and weeds from the Art Center grounds in Rubicond Park. Assist with planting and removing items as instructed by staff.

Art Center Ambassador

Purpose: The purpose of this position is to represent the Art Center at events off and on site including booth coverage at public art shows such as Cape Coral Festival of the Arts, Parks and Rec Day and many other community outreach programs.

Duties: Duties include booth set up and clean up, promoting the Art Center, running interactive activities, giving presentations, passing out flyers and brochures.