



The Music Settlement

OHIO CITY • UNIVERSITY CIRCLE

2019-2020 CFM MERIT SCHOLARSHIPS VOLUNTEER AND SERVICE OPPORTUNITIES

As a requirement of accepting a scholarship from The Music Settlement, each scholarship student must complete at least one (1) volunteer or service opportunity during the 2019 – 2020 school year. **(Students ages 11 and younger must enlist a parent or guardian to complete the service on their behalf.)** Families are encouraged to volunteer for multiple events, as long as they can make the commitment. This is a wonderful way to be a part of the TMS community!

Administrative Assistant

As an Administrative Assistant, you will work in a professional setting assisting The Music Settlement's faculty and staff. Tasks vary, but may include answering phones, clerical duties, completing special projects and helping with special events. Volunteer opportunities may be available at the University Circle Campus or the Ohio City Campus. Administrative Assistants should be responsible and mature. Contact Nikki Claverie (NClaverie@TheMusicSettlement.org) to make arrangements.

Age Requirement: 16+ with faculty approval

Event Ambassador

As an Event Ambassador, you are the public face of The Music Settlement. Alongside a TMS faculty member, you will represent the organization at local events. This could include outdoor fairs, indoor conventions, and other venues. Assist with set-up and tear down of the booth. Greet the public warmly, distribute flyers, and help promote TMS and upcoming events. Event Ambassadors must be comfortable interacting with guests and should be knowledgeable about The Music Settlement and its programs. Volunteers are required to stay for their entire pre-designated shift.

Age Requirement: 16+

Instrument Discovery

As an Instrument Discovery volunteer, you introduce others to the joy of making music by helping them try new instruments. Demonstrate to guests how to properly play the provided instruments and help them make music on their own. Training on how to play the instruments will be provided. Instrument Discovery volunteers should be enthusiastic and welcoming. Volunteers are required to stay for their entire pre-designated shift.

Age Requirement: 12+

Performance Ambassador

As a Performance Ambassador, you represent The Music Settlement as an aspiring musician. Performance opportunities are available at a variety of venues, both on-site and off-site. Entertain at an Early Childhood Open House, visit senior centers and hospitals, or perform at a Faculty Board Meeting. Performance Ambassadors must be professional and demonstrate strong musicianship.

Age Requirement: 12+ with faculty approval

Recital Assistant

As a Recital Assistant, you are responsible for ensuring the recital runs smoothly. Welcome our guests and families to the recital with a warm smile and a program. Assist guests with finding their seats, locating the restroom, and answering basic questions about The Music Settlement. Setup, tear down, and monitor the refreshments table, if applicable. Provide a head count to the TMS faculty member and help complete the required event survey. Recital Assistants should be enthusiastic and eager to help others. Volunteers are required to stay for the duration of the recital.

Age Requirement: 12+

Refreshment Committee

Members of the refreshment provide delicious snacks, beverages, and treats for various events at The Music Settlement, such as recitals, committee meetings, and special events. Treats may be homemade or store bought, but a minimum of 24 items is required. When registering, volunteers must indicate what they plan to bring to avoid duplicate items. Refreshments may be dropped off at the appropriate campus within a few days of the event; the volunteer need not attend the actual event. Paper products may also be donated as requested.

Age Requirement: 12+

Special Events & Projects

Groups of volunteers are needed for annual special events and projects, including open houses, Parade the Circle, Holiday CircleFest, Arts on Magnolia Fest, and more. Tasks vary, but may include setup, break down, interacting with the community, and assisting TMS faculty. Flexibility is key. Special Events & Projects may take place either on-site (University Circle, Ohio City, BOP STOP) or off-site. Volunteers are required to stay for their entire pre-designated shift.

Age Requirement: 16+

Transportation & Road Crew

Transportation & Road Crew volunteers are an essential part of The Music Settlement's community outreach. Use your personal vehicle to assist TMS faculty and staff in moving instruments and equipment. This may include outreach concerts, special events, or receiving large donations.

Age Requirement: 21+ with a valid driver's license and access to a large vehicle, such as a pick-up truck or SUV

Additional Opportunities

Students may propose other TMS related volunteer and service projects for consideration toward the requirements. Such projects must be preapproved by the Administrator, Center for Music (and the student's music teacher, if applicable). For more information, please contact Nikki Claverie – Administrator, Center for Music – at (216) 421-5806 ext. 188 or email NClaverie@TheMusicSettlement.org.

Age Requirement: 12+ with CFM approval

HOW DO I SIGN UP FOR OPPORTUNITIES?

For ease and convenience, all registration for volunteer and service opportunities will be done online. To register, please visit <https://www.signupgenius.com/go/60b044fafaf2fa7fc1-tmsvolunteer>. **(Note: you do not need to register for a SignUpGenius account in order to sign up for opportunities.)**

New opportunities are always being added. Be sure to visit the website frequently for our latest offerings!

QUESTIONS? PLEASE CONTACT:

Nikki Claverie
Administrator, Center for Music
The Music Settlement
Office Hours: Monday – Friday, 8:30 am – 5:00 pm
(216) 421-5806 ext. 188
NClaverie@TheMusicSettlement.org