

TUTS THE RIVER

VOLUNTEER FAQ

Where are classes held?

The River is an Education program of Theatre Under The Stars, but does not hold classes at 800 Bagby. Our address is 1475 W. Gray St, Houston, TX 77019.

What should I wear?

- River VOLUNTEER shirt (new volunteers will receive a shirt on their first day)
- Leggings or pants that are easy to move in.
- Tennis shoes or other closed-toe shoes.

What happens when I arrive?

Verify your age group on the assignment sheet and sign in at the front check in table. Check the block schedule for your group, and proceed to the first class:

- Teaching Artists and Teaching Assistants will direct volunteers regarding room set up and tasks to complete.
- At 9:15am, be prepared to escort students from check in to their first classroom.
- Stay with your age group for all 4 classes unless reassigned by Program Coordinator.

PLEASE DO NOT SOCIALIZE IN THE HALLWAY. This creates time constraints as well as accessibility issues for students with mobility and/or visual impairments.

Am I required to use SignUp Genius?

YES. SignUp Genius is our primary platform for volunteer communication, and is also available as a smartphone app. Please discuss platform issues with Program Coordinator.

Beginning Spring 2020, volunteer hours will be tracked exclusively through SignUp Genius. TUTS is committed to environmentally conscious practices, and we are adopting paperless policies as a result.

- 1 Saturday = 3.5 hours.
- Minimum requirement = 14 hours (3 Saturday class days + 3/21 recital day)
- "No show" volunteers, including those who repeatedly delete SignUps on Friday nights without communication to the office, will not be eligible to return.

What is the procedure for absences?

We understand that schedules and personal obligations can change. Please make any necessary changes to your dates in advance. For the success of our students, we request notification of unforeseen absence via email to river@tuts.com. Staff are away from their desks on Saturday mornings, and cannot answer calls to the office phone. *PLEASE DO NOT COME TO CLASS IF YOU HAVE A CONTAGIOUS ILLNESS.*

Please contact Program Coordinator Hilary Pircher at hilary.pircher@tuts.com with any unaddressed questions or concerns. River@tuts.com is a general enrollment mailbox, and accessed by multiple staff members.

Thank you for your support!

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