



# Community Building Shatford Centre Team

The Shatford Centre is an entrepreneurial creativity centre that has been open since April of 2011. This historic building is operated by the Okanagan School of the Arts (OSA), a non-profit society established in 1961. OSA provides a full range of creativity classes, programs, events and workshops for people of all ages and stages.

The Shatford Centre is a beautiful heritage building on two acres in the centre of Penticton and we would like to take care of it. If you are interested in heritage, the arts and being in a creative atmosphere, we invite you to join us at the Shatford Centre and be one of our team and a creative community builder.

We are looking for people who enjoy meeting others and are able to work by themselves or in a team. We have a variety of opportunities for all volunteers, from greeters to helping with events, such as: art openings, dinners, music, dance or film festivals held at the Shatford Centre. There is also on going maintenance and cleaning, office work & activities.

People with certain skills, experience and/or interests in carpentry, sewing, computers, pottery and other talents are always an asset. We offer flexible hours and work assignments that interest the participants.

Volunteers contributing their time, skills and ideas are essential to our success and most appreciated. We thank you for considering being on the Shatford Centre Team. Please fill in the form below and we will contact you directly!

## APPLICATION FORM

Date: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
I prefer to work specific Days/Times \_\_\_\_ Please Specify: \_\_\_\_\_  
I would like to work on a flexible basis (events, projects) \_\_\_\_ May we contact you on short notice? Yes \_\_\_\_ No \_\_\_\_  
I like to work at home \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_  
My age group is: \_\_\_\_\_ years or \_\_\_\_ Teen \_\_\_\_ Adult \_\_\_\_ Senior  
I enjoy working with: Children \_\_\_\_ Adults \_\_\_\_ Seniors \_\_\_\_ I enjoy working with anyone \_\_\_\_  
I like to work: On my own \_\_\_\_ In a team environment \_\_\_\_ In a leading role \_\_\_\_ In any capacity \_\_\_\_  
Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please check your areas of interest on the reverse side of this form.

NOTE: All applicants are required to have a Criminal Check done. Forms are at the Shatford Centre office. There is no cost for doing this.

Please return your completed form, by email to [info@shatfordcentre.com](mailto:info@shatfordcentre.com)  
or deliver/mail to Shatford Centre Okanagan School of the Arts,  
760 Main Street, Penticton, BC V2A 5E2  
Phone: 250-770-7668

[www.shatfordcentre.com](http://www.shatfordcentre.com) ~ [www.osarts.com](http://www.osarts.com)

*Thank you for participating in this creative community project!*

Please check your special training, talents and interests you would like to share.  
(NOTE: you do not need to be experienced to volunteer in an area)

**Clerical**

- General Office skills                       Telephone Reception                       Reception (greeting visitors)  
 Accounting/bookkeeping                       Computer troubleshooting                       Computer skills

(Please list training in computer programs below)

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**Building Maintenance/Handyman (woman)**

- Building Cleaning                       Woodworking                       Painting  
 Plumbing                       Electrical                       Landscaping  
 Gardening                       Set design/building                       Moving/Setup

Do you have the following certificate?  WHMIS

**Food and Beverage Services**

- Food Prep                       Food/Beverage Serving                       Cooking  
 Table setup                       Cleanup

Do you have these food and beverage service certificates, that may be helpful to us?

- Serving it Right                       Food Safe

**Creative Assistance**

- Work on event committees                       Printmaking                       Photography  
 Visual Arts Studio                       Sewing                       Prepare materials  
 Assist setup/cleanup workshops                       Program development                       Pottery  
 Teaching                       Musical instruments                       Writing

Other (please explain) \_\_\_\_\_

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**Special Events**

- Audio/Visual                       Event Photography                       Setup/Tear down  
 Community Outreach                       Ushering                       Front of House  
 Event Videography                       Ethnic specialty: Please specify \_\_\_\_\_

**General**

Do you have a Current CPR/First aid certificate?  Yes  No

Do you have a Class 4 Unrestricted Driver's License?  Yes  No

Other Degrees/Diplomas/Certificates which may be helpful? (please list below)

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We would love to have your time at the Shatford Centre - Okanagan School of the Arts be as rewarding as possible. We are always open to suggestions. Please let us know how we can customize your volunteer experience to best suit your talents and abilities. We appreciate your contribution of time and effort and believe that this benefits the whole community. Thank you for being part of this legacy project!