

# VOLUNTEER HANDBOOK

Helping Kids Succeed Through Music



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## Welcome to RPSM!

We are so excited to gain your support, and to have you join our Volunteer Team! At RPSM, we believe in the power of music education to make a positive difference in kids' lives. Your voice, energy, and ideas are all vital to helping us achieve our mission of offering high quality, affordable music lessons to kids across the city.

Our volunteers show a commitment to helping RPSM thrive. Your passions and talents will shine through as we aim to offer you a meaningful volunteer experience where we can build upon your strengths, skills and interests. Welcome to the team!

- Alison Curcio, RPSM Program Manager

## Our Mission and Mandate

All kids have the same love and passion for music.

Regent Park School of Music is here to make sure that as many kids as possible receive a music education, by removing the financial obstacle. This year, **we are set to give 1,000 young people aged 3-18 a highly subsidized quality music education** at our central hub in Daniels Spectrum in **Regent Park** and **Jane and Finch**.

Our students have access to over 80 dedicated music teachers and an array of musical options and instruments. They learn everything from classical piano and violin to turntablism and electronic music. Music allows them to flourish creatively, personally and even academically...enriching their lives and future prospects. More information can be found at [rpmusic.org](http://rpmusic.org).



## Our Programs

Our students begin studying in a small group setting and may be considered for private lessons after a minimum of two years. All students are also highly encouraged to join an ensemble where they learn to make music with others.

### Group lessons include:

- Early Childhood Music
- Piano
- Violin
- Cello
- Percussion
- Voice
- Guitar
- Brass
- Winds
- Harp
- Music Theory

### Ensemble programs include:

- Recorder/Melodica
- Handchime/Harp
- Ukulele
- Choir
- iPad
- Turntable
- Steel Pan
- Guitar
- Pianimators
- Keys & Beats
- Songs & Stories
- Music Technology Lab
- Rock Band
- Percussion
- Strings
- Play Out! (special needs programming)
- Community Band

Programs vary by location. Our full Program Guide is available at [rpmusic.org](http://rpmusic.org).

## Our Volunteers

**Who Volunteers at RPSM?** Many different types of people with a variety of skills and experiences!

We welcome volunteers young and old, with backgrounds in music, education, administration, child and youth work, and more, to join our diverse volunteer team. Here are some of the things all our volunteers have in common:

- They share a passion for RPSM's mission
- They are team-players, who bring a positive energy to RPSM
- They are reliable, professional, and proud ambassadors of RPSM



# Volunteer Roles

## CLASSROOM ASSISTANT

<p><b>Role:</b> Support RPSM faculty with weekly programming, including set-up and clean-up, administrative work (like taking attendance), classroom management, and in some cases assisting with lesson preparation and delivery.</p> <p>Classroom Assistants often also support their students at occasional performances.</p> <p><b>Time Commitment:</b> Minimum 1 hour/week</p>	<p><b>Skills required:</b></p> <ul style="list-style-type: none"><li>• Positive role model for students</li><li>• Interest and experience working with kids</li><li>• A musical and/or teaching background is a great asset</li></ul> <p><b>Benefits to volunteer:</b> Joy of interacting with enthusiastic youngsters; observation of new teaching methods</p>
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## EVENT SUPPORT

<p><b>Role:</b> Assist faculty with child supervision at various events throughout the year. Assist with set-up and tear down. Capture photos and videos from events for social media.</p> <p><b>Time Commitment:</b> Varies based on availability to help at different events</p>	<p><b>Skills required:</b></p> <ul style="list-style-type: none"><li>• Positive role model for students</li><li>• Interest and experience working with kids</li><li>• Organized and able to take initiative in fast-paced settings</li></ul> <p><b>Benefits to volunteer:</b> Be a part of exciting events across the city</p>
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## OFFICE AND ADMINISTRATIVE SUPPORT

<p><b>Role:</b> Take inbound and deliver outbound calls to parents, faculty and students. Complete administrative paperwork and computer work (e.g. student attendance follow-up, preparing performance memos, using the student database to connect parents). Answer inquiries from guests and provide information on programs.</p> <p><b>Time Commitment:</b> Varies (weekly shift or on an as-needed basis)</p>	<p><b>Skills required:</b></p> <ul style="list-style-type: none"><li>• Organized and attentive to detail</li><li>• Friendly and welcoming over the phone and in person</li><li>• Comfortable doing computer work (Word, Excel, Google Docs)</li></ul> <p><b>Benefits to volunteer:</b> Learn about what goes on behind the scenes at RPSM. Get to know students, parents, faculty and staff at the school.</p>
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## OTHER OPPORTUNITIES

Contact Alison at [programs@rpmusic.org](mailto:programs@rpmusic.org) to discuss options for school placements, internships and other ways to contribute your talents.



## Police Screening

All RPSM volunteers must have a Police Check, and volunteers working directly with children require a Vulnerable Sector Police Check. We would much appreciate you covering the fee of your Police Check (\$20), however if required, RPSM can reimburse you for this expense if you save the receipt. Police Checks can take from two weeks to two months to be processed by Toronto Police Service. This process must be complete before you begin volunteering.

## Contact Us

For more information joining our volunteer team, please contact Alison Curcio, RPSM Program Manager at [programs@rpmusic.org](mailto:programs@rpmusic.org) or (416) 364-8900 x 2.

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### **REGENT PARK SCHOOL OF MUSIC**

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