



# VOLUNTEER APPLICATION & GUIDELINES

**Send Application to:**

**P.O. Box 1206**

**Anaheim, CA 92815**

**E: [contact@rytmo.org](mailto:contact@rytmo.org)**

**T: 714.213.9919 F: 714.635.1948**

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*RYTMO was designed to provide a positive, professional and creative environment for youth or troubled youth who demonstrate musical, vocal, and/or technical potential in the arts. Classes are hands-on and involve the study of Music History, Music Theory, Commercial Songwriting, Digital Recording, Music Technology, Vocal Exploration, Instrument Lessons, Performance Techniques, Live Audio/Engineering, the Business of Music and Project Development. By providing a fun and highly relevant approach to commercial music technology and recording, participants will develop practical skills in which to express their creative talents, attain greater personal and scholastic achievement, and gain fundamental occupational skills for the music industry. At the same time, RYTMO is committed to teaching life-enriching skills such as goal setting, project planning, entrepreneurship, leadership skills and work experience that will help prepare our participants for a future career in the music industry. Its instructors and mentors are made up of highly regarded leaders and music industry professionals within the community who have experience working with youth in an educational setting and have powerful professional stories that connect with our youth of today.*

**Instructions:** Before filling out the appended Volunteer Application, please make certain that you are confident in all requirements and responsibilities expected of you upon acceptance as a Program Volunteer. This application should be completed for one individual only. This application is designed purely as a selection tool for those candidates who might feel their commitment to RYTMO will aid in the growth and achievement of each student involved in its music program and activities.

**Selection Process:** Selected Volunteers for RYTMO will be subject to a background check and training seminar prior to release into the program.

## **Responsibilities:**

- Supervise students in project development, group assignments, and individual tasks
- Support and encourage students in musical, technical, educational and other developmental skills
- Assist in operating class sessions, special workshops, and facility maintenance
- Support program staff in administrative duties and attend Volunteer meetings

## **Expectations:**

- Volunteers should commit to a minimum of one full **9-week course**.
- Must be on time and maintain consistency throughout the 9-week commitment.
- Must be confident in working with at-risk and adjudicated youth.
- Must demonstrate courtesy, civility, and encouragement to all participants regardless of ethnicity, origin, religion, gender, disability, or alternative circumstance.
- Must demonstrate patience and understanding toward youth in difficult and unprecedented circumstances.
- Must refrain from using derogatory language or engaging in any improper conduct.
- Must be attentive to any special needs related to individual participants.
- Aid in written observation of daily activities and events.
- You are required to call in and notify staff if you are unable to make a scheduled volunteering session.

# VOLUNTEER APPLICATION

All information stated on this form will be kept completely confidential.

## 1. PERSONAL INFORMATION

Name \_\_\_\_\_ Gender: Male Female  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_  
DOB (for background check) \_\_\_\_\_ Drivers License # (for background check) \_\_\_\_\_  
Social Security # (for background check) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Primary Language \_\_\_\_\_ Secondary Language \_\_\_\_\_  
Occupation \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## 2. EDUCATION

Schools/Colleges/Universities/Trade Schools	Years Attended	Diploma/Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 3. EMPLOYMENT HISTORY

**Current Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name & Telephone: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
Dates of Employment: [month/year] \_\_\_\_\_ to \_\_\_\_\_

### References:

[Please submit 2 references who have known you for at least 5 years. Only one may be a relative.]

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_ Phone: \_\_\_\_\_

**Have you ever been convicted or charged with a felony or misdemeanor?** Yes No  
**Have you ever been accused, arrested, or convicted for any sexually related crimes?** Yes No  
**Have you ever been arrested or convicted of a substance abuse related crime?** Yes No

#### 4. VOLUNTEER ASSESSMENT/MOTIVATION

WHAT ARE YOUR INTERESTS/HOBBIES/AFFILIATIONS?

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WHAT ARE YOUR SKILLS IN MUSIC, ART, OR TECHNOLOGY, OR OTHER, IF ANY?

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WHY YOU WOULD LIKE TO BECOME A VOLUNTEER FOR RYTMO?

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ARE YOU WILLING TO RECEIVE TRAINING FOR THIS VOLUNTEER POSITION?    Yes    No

Please indicate, according to program needs, how you can best contribute to RYTMO:

- **ARTISTIC DEVELOPMENT, SONGWRITING & MUSIC INSTRUCTION:** Help participants develop skills in theory, practice and performance and/or teach a specialized class. Skills would include rhythm, harmony, melody, comprehension, composition, stylistic interpretation and delivery. Help participants develop song structures, arrangements, lyrics, and melodies reflective of their personal songwriting styles. Help encourage them to write music that is challenging, expressive and transformative.
- **MUSIC TECHNOLOGY, PRODUCTION & ENGINEERING:** Help participants learn basic digital recording skills and audio terminology, troubleshoot simple music software programs (Reason, ProTools, etc.) and execute project development. Help participants facilitate and refine group and individual project designs reflective of their skills, interests and needs.
- **COMMUNITY OUTREACH, RESOURCES & EVENTS:** Help promote RYTMO to your community through sponsorship or industry resources, host an event or concert and/or participate in a fundraising event held by Staff.
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*I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize RYTMO and its staff to investigate any statement contained in this application. I understand that this application is not intended to be a contract or agreement of any kind. In the event a volunteer position is accepted, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand that if I am accepted as a volunteer, I will be subject to a background check and required to abide by all rules, regulations, guidelines and policies put forth by RYTMO. I hereby release any individual, church, organization, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this background check process.*

**APPLICANT SIGNATURE: X** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\* RYTMO is an equal opportunity employer and follows Equal Employment Opportunity Commission (EEOC) guidelines.