

# Work Exchange Scholarship Volunteer Application



Thank you for applying for CDT's work-exchange volunteer program. We offer free dance classes in exchange for volunteering for us at the College Hill Town Hall. This program helps those on a limited budget to further their dance training or to pay for their child's dance classes.

Before you apply for a weekly position, stop by CDT to visit if you have never been there, and if you can afford it, please take at least one drop-in adult class, so that you will have a better idea of what our classes are like. Parents who are interested in applying for work-exchange for Kids classes should schedule a time to come to an observation day and/or meet the instructor before applying.

To apply, fill out the following pages and return them to me. I will then contact you and let you know if we have any positions available in which you have interest. Please indicate all work that you are willing to do for CDT, even if a position is currently not available.

If you are being considered for a position, the next step will be to meet with me for an interview. At that time we will review everything on the application, and the positions available will be explained more thoroughly.

If you do not hear from me for several months and are still interested, contact me again and let me know of your current interests and schedule.

Please let me know if you have any questions.

Alissa Stachowski  
Volunteer/Studio Director  
CDT – (513) 591-1222  
alissa@cdt-dance.org

**[www.cdt-dance.org](http://www.cdt-dance.org)**

# Work Exchange Scholarship Volunteer Application



**CDT offers unlimited free dance classes to our weekly volunteers, and a limited number of free classes for those who help with projects.**

If you would like to be considered for a work-exchange position, fill out this application and return it to CDT or email it to [alissa@cdt-dance.org](mailto:alissa@cdt-dance.org).

Mail: Contemporary Dance Theater, 1805 Larch Ave., Cincinnati, OH 45224

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email(s): \_\_\_\_\_ Age if under 21: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address City State Zip*

Area(s) of town you would be driving from: \_\_\_\_\_

Days and times available to volunteer: \_\_\_\_\_

Current job (*place of employment and position*) or school (*indicate major & degree pursuing*):

Classes you have taken at CDT and approximate dates: \_\_\_\_\_

CDT sponsored shows you have seen at the Jarson-Kaplan Theater, the CH Town Hall or other venues:

If you are a parent who is interested in earning classes for your child or children, please list their names and ages: \_\_\_\_\_

**Check all weekly volunteer positions in which you are interested:**

- Front Desk - Weekly:** Once a week when classes are in session, arrive at least 30 minutes early to open the building, and close the building after classes are over. Responsibilities during the shift include signing people in, handling money and receipts, completing deposits, keeping records, answering phone calls, and providing a welcoming atmosphere. Those who are familiar with CDT and can commit to more than one quarter are preferred for this position, but all are welcome to apply.

**Indicate days in which you would be available and willing to work at the desk:**

Monday evening       Tuesday evening       Wednesday evening   
Thursday evening       Friday evening       Saturday morning/afternoon   
Sunday morning/afternoon   
Weekday mornings/early afternoon (list days): \_\_\_\_\_

- Cleaning Weekly:** Once a week, come in and spend about 2 hours cleaning a portion of the College Hill Town Hall. Duties may include sweeping & mopping studio floors, dusting, cleaning and stocking restrooms, and emptying trash cans. Flexible days and times are available after training.

- Maintenance Weekly:** For those with skills in making building repairs and improvements. Could include painting, plaster repair, carpentry, plumbing, electrical, putting screens in windows, or any simple handyman type skills. Please list maintenance skills that you have:

\_\_\_\_\_  
\_\_\_\_\_

- Office Weekly:** Once a week come in and do simple office work as requested by CDT staff. Primary job will be filing and organizing materials. Would need to be available during weekdays, primarily in the afternoons.

**Indicate all days and times in which you would be available to work in the office:**

\_\_\_\_\_

**Office Skills:** \_\_\_\_\_

\_\_\_\_\_

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- Project Volunteer:** Earn credit for each hour you work to earn class cards. This is an as needed job based on availability and skills. Indicate usual availability and your skills:

**Days and times available:** \_\_\_\_\_

Cleaning       Office       Maintenance       Landscaping   
Organization       Other \_\_\_\_\_

**Specify skills here:** \_\_\_\_\_

\_\_\_\_\_



- **Briefly explain any financial considerations that we should factor in when choosing work-exchange volunteers** (*why you cannot afford to pay for classes*)

- **If you are applying for a weekly volunteer position, you will be required to come in weekly for two or more hours per week, plus you will be able to take unlimited free dance classes. Please briefly discuss how this will work into your current schedule and explain how you will be able to make this time commitment.**

- **Please list a reference whom we may contact** (*not a family member*):

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

Email: \_\_\_\_\_

Relationship (*i.e. supervisor, teacher, etc.*): \_\_\_\_\_

*Questions? Contact Alissa Stachowski at [alissa@cdt-dance.org](mailto:alissa@cdt-dance.org)  
or 513-591-1222 (studio)*  
**For more info about CDT, visit our web site: [www.cdt-dance.org](http://www.cdt-dance.org)**