



# Journey Performing Arts Center

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JPAC's Volunteer Initiative to create active, impactful, & well-rounded individuals

If you are interested to giving your time to support JPAC. Please email us at [volunteer@journeyartscenter.org](mailto:volunteer@journeyartscenter.org) or call 404-622-2585.

Please send your contact information and your availability

**Outreach Marketing Assistant** – Will assist outreach director in making phone calls. Needs to have strong communication skills and the drive to sell our program. This is ideal for future marketing professionals.

**Performing Arts Teaching Assistant** – Assist with teaching duties, such as taking attendance, managing the class, leading demonstrations and taking over in the event of absence or emergency. This is a wonderful learning opportunity for future teachers.

**Afterschool Teaching Assistant** - Assist in the facilitation of Academic Enrichment to after school students. Are responsible for taking attendance and assisting with homework. Assist with classroom management and discipline of students and cover for the teacher in the event of absence or emergency. This is a wonderful learning opportunity for future teachers.

**Summer Camp Teaching Assistant** - Assist with teaching duties, such as taking attendance, managing the class, and taking over in the event of absence or emergency. Should be patient and good with children. This is a wonderful learning opportunity for future teachers.

**Marketing Assistant** - Responsible for maintaining our website, Constant Contact email marketing, Myspace & Facebook and keeping the entire staff informed of what's new at Journey. This is ideal for future marketing professionals.

**Office Assistant** – Will be responsible for answering phones, cleaning up around the office and entering contact information. Should have good phone skills and knowledge of the arts. This opportunity is a great learning experience for future business professionals.

**Special Events Volunteer** – Will assist with organizing final concert and other special events campaigns. Should have good organization skills and be able to meet deadlines. This is great for aspiring events planners.

Commission Based:

**Collections Agent** - Will be responsible for collecting claims from clients through telephone or other correspondence. Also will be responsible for negotiating payment schedules and following up with clients to insure proper payment. Should have a background in finance, customer service and should have proficient computer skills.

**Fundraising Assistant** – Responsible for helping to coordinate fundraising activities with the fundraising committee. Will need to brainstorm new fundraising ideas and also keep records of how successful previous fundraisers have been. Good organization skills are critical.