



Volunteer Proctor Application

Gemini Ink is currently accepting creative and hardworking proctor applicants to fill available positions. Proctors represent Gemini Ink when staff is not available. In exchange for proctoring, volunteers are “scholarshipped” in to the class they are proctoring. To be considered for a proctor position, please fill in the information below as completely and accurately as possible.

Name (Please print)

Phone #

Email Address

Mailing Address

Proctors must commit to work 6 months to 1 year, expect to work some nights and weekends, and assist with workshops. Thank you for your interest in interning with Gemini Ink.

Availability:

Mon: morning evening Tues: morning evening Wed: morning evening
Thurs: morning evening Fri: morning evening Sat: morning evening
Sun: morning evening

Average hours per week: _____ Projected start date: _____ Projected end date: _____

Describe any interpersonal skills, and experiences that include cash handling, office management, etc.:

Areas of interest:

What Do Gemini Ink Proctors Do?

Proctors represent Gemini Ink when staff is not available. In exchange for proctoring, volunteers are “scholarshipped” in to the class they are proctoring. Below is a brief list of what is expected of you. A full description of duties is posted in the kitchen area.

Before class:

- Arrive 1 hour early to prepare for class
- Check in students and provide handouts, etc.
- Stock refreshment area
- Check and stock bathroom supplies
- Ensure sink/kitchen area is clean
- Maintain class area
- Close/lock office doors

After class:

- Make sure kitchen and class areas are clean
- Collect roster
- Turn off lights in bathroom
- Dispose of trash
- If proctoring at night, turn on outdoor light

By signing below, I agree to carrying out the the duties listed above.

Signature

Date

For questions:

Alexandra van de Kemp
Creative Writing Classes Program Director
avandekemp@geminiink.org

Email this application to: avandekamp@geminiink.org

Or mail to:

Attention: Alexandra van de Kamp
Gemini Ink
1111 Navarro St
San Antonio, Texas 78223