

# + Volunteer Role Description



## + Copy Crew Team Member

The Copy Crew Volunteer Team assists teachers and school staff by handling photocopying, printing, and other clerical tasks. This role helps support classroom instruction by ensuring that materials are prepared and ready for distribution, enabling teachers to focus more on student learning.

*This position is perfect for AXIS family and community members who are organized, detail-oriented, and want to contribute to the daily operations of a school in a role that directly impacts teachers.*

## + Responsibilities

- Photocopying and Printing: Operate the school's copy machines to duplicate handouts, worksheets, tests, and other materials requested by teachers or staff. Organize and label copied materials as instructed by teachers for easy distribution. Ensure the accuracy of copied documents, checking for clarity and completeness.
- Sorting and Distribution: Sort completed copies by class or teacher and place them in the appropriate staff mailboxes or designated locations. Organize materials for classroom use, such as stapling, collating, or binding documents.
- Machine Maintenance: Refill paper trays, toner, and other supplies as needed, and report any copier malfunctions to the office staff.
- Other Clerical Tasks: Assist with filing, organizing resources, or other office-related duties as requested. Help prepare materials for school events or special projects by supporting staff with light administrative tasks such as cutting, sorting, labeling or assembling folders.

## + Qualifications & Benefits

- Friendly and positive attitude.
- Willingness to work as part of a team to complete tasks.
- Punctual and reliable.

- No prior experience required; training will be given on-site.
- Provide essential support to teachers, helping them focus more on student instruction.
- Be part of a team dedicated to supporting our AXIS community.

## + Volunteering Conditions

Conditions	Details
Hours of Work	Any 1 hour - 2 hour shift, Monday - Friday, 8:00 AM - 3:00 PM.
Frequency Commitment	We ask volunteers to commit to at least 2 days each month for this role. More frequent volunteering is always appreciated.
Volunteer Environment	Volunteers in this role will be working in the AXIS staff copy room, main office and or classroom spaces. Volunteers must be able to work quietly and independently based on task lists created by the Copy Crew Team Lead Volunteer.

## + Training & Supervision

- Training is provided for all first-time volunteers. Upon initial sign up, volunteers are connected with the AXIS staff member or volunteer coordinator their role directly reports to.
- Copy Crew Team Members report to the AXIS Copy Crew Team Lead Volunteer and Ms. Nicole Turner, [nturner@axiscolorado.org](mailto:nturner@axiscolorado.org).