

# + Volunteer Role Description



## + Common Space Set Up & Tear Down Volunteer

The Common Space Volunteer team plays an important role in ensuring that the school's cafeteria and recreational spaces are organized, safe, and ready for student use each week. This role involves preparing the cafeteria for weekly meal times and setting up the west field to ensure a fun and secure play environment for students during recess on Mondays, and tearing down the set up on Friday so that the facilities are ready for church use.

*This role is ideal for AXIS family and community members who enjoy physical, team-oriented tasks and want to support the school by helping to maintain safe, welcoming spaces for students to eat, play, and socialize.*

## + Responsibilities

- Cafeteria Set-Up: Arrange cafeteria lunch tables and backpack carts according to the diagrammed pattern on Monday mornings.
- West Lobby & Field Set-Up: Set up boundary cones on the west field, place stanchions in front of west lobby doors and roll recess recreational equipment container out to sidewalk in front of west doors on Monday mornings. Inspect west field for safety, while setting up the area, reporting any issues or safety hazards to the main office staff.
- Cafeteria Tear Down: Fold up cafeteria lunch tables and roll back to the storage room on Friday afternoons, so tables are ready for set up again on Monday.
- West Lobby & Field Tear Down: Pick up boundary cones on the west field, store stanchions in west green hall stairwell and roll recess recreational equipment container to west green hall stairwell on Friday afternoons.

## + Qualifications & Benefits

- Friendly and positive attitude.

- Willingness to work as part of a team completing physical tasks.
- Punctual and reliable.
- No prior experience required; training will be given on-site.
- Directly contribute to the well-being and safety of students during their lunch and play times.
- Be part of a team dedicated to supporting our AXIS community.

## + Volunteering Conditions

| Conditions            | Details  |
|-----------------------|--|
| Hours of Work         | Mondays from 8:00 - 8:30 AM and Fridays from 3:15 PM - 3:45 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 cafeteria and west lobby/field spaces. This role requires the ability to move furniture on wheels and cones around the building and west athletic field. |

## + 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.
- Common Space Set Up & Tear Down Team Members report to Ms. Rebecca Martella, [rmartella@axiscolorado.org](mailto:rmartella@axiscolorado.org).