



Thank you for your interest in partnering with us at Liberty's Station! Please either email the completed **Volunteer Application** to [info@LibertysStationTN.org](mailto:info@LibertysStationTN.org) or mail it to 2441-Q Old Fort Pkwy #453, Murfreesboro, TN 37128 and we will be in touch soon to communicate next steps.

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Gender \_\_\_\_\_

Email \_\_\_\_\_

Emergency  
Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please indicate days and times you are usually available and would be interested in volunteering.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

How many hours would you like to volunteer per week? \_\_\_\_\_

Please indicate your primary areas of interest. More detailed volunteer role descriptions can be found on the following pages.

☐ Volunteer Coordinator

☐ Custodial

☐ Kitchen prep

☐ Special Cleaning Projects

☐ Kitchen assistant

☐ Retail Sales

☐ Server assistant

☐ Curb appeal

☐ Chef assistant

☐ Special events

☐ Cashier assistant

☐ Other: Please specify any additional skills/expertise you have that could benefit our team!

\_\_\_\_\_

## VOLUNTEER ROLES

**Volunteer Coordinator:** some remote work, in person at LS as required; explains mission/vision of LS to public to recruit volunteers, responds to any volunteer inquiries via email or phone, orients and trains new volunteers, schedules volunteer shifts based on needs of LS and interests/skills of volunteers, keeps records of volunteers and hours worked

**Retail sales:** as requested; coordinates coffee cart rental for events, schedules cart delivery/pickup, keeps inventory of coffee cart supplies used at each event

**Cleaning:** Shifts before opening and after closing Thurs-Sat (10-11am, 2-3pm); assists interns in cleaning assigned zones using a variety of cleaning materials and tools

**Special cleaning projects:** can be scheduled as needed; cleaning the food truck, kitchen equipment, garage area, etc. prior to grand opening and before/after future renovations and additions to the space; monthly window-washing

**Kitchen prep:** Shifts on Wednesday prep days (hours TBD) and before opening Thurs-Sat (10-11am); assists interns in preparing all types of coffees, sandwiches, salads, and soups

**Chef assistant:** Shifts 11-2 Thurs-Sat; assists interns in final sandwich prep using griddles, panini press, conveyer belt, etc.

**Kitchen assistant:** Shifts 11-2 Thurs-Sat; assists interns with gathering chips, salads, dressings/sauces, soup, etc to complete and plate orders

**Server assistant:** Shifts 11-2 Thurs-Sat; assists interns with delivering food to customers, handling any customer inquiries/complaints, and bussing tables as customers leave

**Cashier assistant:** Shifts 11-2 Thurs-Sat; assists interns in ringing up customers, making change as needed, and handling any unexpected situations that arise

**Curb Appeal:** As needed to keep seasonal plants in the planter boxes and train interns on how to care for them during the week.

**Special Events:** As requested; assist with event space cleaning and set up prior to and after rentals; assist with fundraising events

Do you have any medical conditions that would affect your activities as an employee/volunteer? If so, please list them here. Please list any medications or allergies that we should be aware of. \_\_\_\_\_

**CONFIDENTIALITY, NON-DISCLOSURE, AND CONFLICT ISSUES:** All volunteers must conduct their service in such a manner and with such ethics and integrity that no conflict of interest, real or implied, could be constructed. Volunteers of Liberty's Station shall be held to standards and discretion that will guide volunteers in proper conduct. Each volunteer must conduct their personal affairs so that there can be no opportunity for unfavorable reflections upon Liberty's Station, either expressed or implied. It is the responsibility of all volunteers to notify Liberty's Station directors of any possible conflict of interest related to the business of Liberty's Station and any outside interest or activity. The Executive Director must be notified so that Liberty's Station can make a decision on whether the outside interest has or has not created a conflict of interest requiring action. Volunteers who are, or may become, privy to confidential Liberty's Station information shall not disclose such information. Release of any such information will result in immediate termination of services.

**RELEASE OF LIABILITY:** I hereby release Liberty's Station, all volunteers, staff, and board members from any liability, harm, or injury that may occur while at Liberty's Station or from any goods received from Liberty's Station.

**PHOTO RELEASE:** I grant Liberty's Station my permission to use any photographs or videos taken of me while volunteering at Liberty's Station in publications, news releases, social media posts, online, and in any other communications related to Liberty's Station. I further understand no financial compensation will be given for the use of these photos/videos. I have read the above information and understand the confidentiality of my time as a volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Volunteer Statement of Conduct**

All volunteers should conduct themselves in a professional manner including:

- No cell phone use while working
- No offensive or inappropriate language or discussion of controversial topics
- No discussion or promotion of lifestyles contrary to our Statement of Faith
- Must show respect and be willing to work with individuals with a variety of abilities and backgrounds

All volunteers must dress modestly in clean and comfortable clothing. For example, volunteers should not wear low-cut shirts, short skirts or shorts, low riding or skin-tight pants (including leggings), or any graphic that may be offensive or inappropriate.

Any interaction or conduct that misrepresents Liberty's Station will result in cancellation or revision to the volunteer agreement if necessary. Volunteers who are or may become privy to confidential information shall not disclose such information.

I certify that all the information given to Liberty's Station in writing, verbally, and on this application is true.

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

Signature: \_\_\_\_\_