



Thank you for your interest in partnering with us at Liberty's Station! Please either email the completed **Volunteer Application** to 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 _____

Cell Phone _____

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MORNING						
AFTERNOON						

How many hours would you like to volunteer each week? _____

How frequently would you like to volunteer each month? _____

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

- | | |
|---|--|
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Kitchen prep |
| <input type="checkbox"/> Special Cleaning Projects | <input type="checkbox"/> Kitchen assistant |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Chef assistant |
| <input type="checkbox"/> Curb appeal | <input type="checkbox"/> Server assistant |
| <input type="checkbox"/> Special fundraising events | <input type="checkbox"/> Host assistant |
| <input type="checkbox"/> Rental events | <input type="checkbox"/> Barista assistant |
| <input type="checkbox"/> Office assistant | <input type="checkbox"/> Cashier assistant |

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

VOLUNTEER ROLES

Custodial: 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: scheduled as needed; extra cleaning outside of usual maintenance

Retail sales: assists with retail items' inventory, stocking, pricing

Curb appeal: As needed to maintain plants in the planter boxes and assist interns with watering and maintaining plants properly; picking up trash outside; keeping windows clean

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

Rental events: chaperones onsite events; unlocking/lock doors, being available to assist as needed; coordinates coffee cart rentals, schedules cart delivery/pickup

Office assistant: As requested; assist with office paperwork, filing, data entry, etc.

Kitchen prep: Shifts on Tuesdays' prep day (10am-1pm) and before opening Thurs-Sat (10-11am); assists interns in prepping food items

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

Chef assistant: Shifts 11-2 Thurs-Sat; assists interns in preparing food during lunch service

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

Host assistant: Shifts 11-2 Thurs-Sat; assists interns with greeting customers, answering questions and bussing/cleaning tables

Barista assistant: Shifts 11-2 Thurs-Sat; assists interns in preparing espresso drink orders

Cashier assistant: Shifts 11-2 Thurs-Sat; assists interns in placing customer orders, handling money transactions, and handing out drink and cookie orders

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.

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. Wearing a Liberty's Station t-shirt is highly recommended.

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: _____