

Plentylife Service - Job Description

Setup and Pack Down Team

"...whoever wants to become great among you must be your servant..." Matthew 20:26

What this role is all about:

- Helping all who come to a Plentylife service be able to fully participate through easy access to our meeting space, especially for those with special needs and first-time visitors.

What this role involves:

Setup Role:

- Clear out the school desks.
- Setup up chairs.
 - This involves bringing in extra chairs from surrounding classrooms.
 - Note: we only use chairs with a single hole in the back rest.
- Set up our banners on the street and in the school yard so that people can easily navigate their way to our building.
- Hang the Plentylife cloth banner in front of the service space.
- Move the whiteboard (or other furniture) out of service space.
- Use a whiteboard to block access to the school computer room.
- Setup our welcome table.
- Fill hot water urn with water and turn it on. Place it on top of the lockers.
- All setup complete by 9:45am

Pack down role:

- Return all furniture to the previous configuration.
- Vacuum the floor if necessary.
- Help the tech team pack up the technical equipment.
- Accept help from people who offer. Feel free to ask for help as well.

Task	Timing
Setup	8:30am for approximately 75 minutes
Pack down	After the service for 45-60 minutes

What qualifications you require before you take on this role:

- Physical ability to carry chairs.
- Able to arrive early the days you are rostered on setup and/or able stay late the days you are rostered on pack down.

The Details:

- Setup/pack down is a simple but essential role at Plentylife.
- We aim to roster people on once every three services. Roster swapping around availability is encouraged, good, timely communication is essential.

What training is provided for this role:

- On the job learning.

Who you are accountable to in this role, and how your role is managed:

- You will be directly accountable to the Tech Team Leader.

What you agree to be kept accountable to:

- You will alert your Tech Team Leader to any criminal or legal issues, past or present, that might make you unsuitable to be in close proximity to young people or unsuitable for this role generally.

For leaders 18 years of age and over:

- I will never enter a romantic relationship with anyone under 18 connected with Plentylife.

Plentylife's accountability to you:

Plentylife Church will ensure, as far as it is in our power, that you are afforded the rights that any volunteer in a not-for-profit organisation should expect.

Agreement:

I have prayed about and been offered a position in the Parish of Mernda/Doreen and I now choose to commit myself to the following:

- o I have read and agree with the Job Description.
- o I am committed to developing my competency in this role in the coming year.
- o I will be part of the (please circle): SETUP TEAM PACK DOWN TEAM

Name: _____

Signature: _____

Date: _____

(For those under 18)

As the Parent/Guardian I approve of my child taking on this role and will support them in their commitment to it.

Name: _____

Signature: _____

Date: _____