



Gifts For Seniors *Remember Those Whom Others Have Forgotten*
A 12 County Metrowide Community Collaborative Donation Program

Contact: volunteer@GiftsForSeniors.org or 612-348-4749

VOLUNTEER POSITION DESCRIPTION TITLE: Gifts Collector

Purpose: Provide assistance to the program by representing Gifts For Seniors in picking up donated gifts in the community at one or more Host Sites and delivering the gifts to a secure program facility. Acts as an ambassador for the program when interacting with host site staff.

Responsibilities:

- Contact Host Site manager to arrange days and times of pick up – usually two to three times each week. Phone ahead prior to scheduled pickup to verify need for gift pickup.
- Agree with Host Site manager to do extra pick ups when called, if necessary.
- Present program authorization letter and introduce self to manager at each pick up.
- Empty barrel of gifts, handle with care, deliver to secure storage facility, complete trip log.
- Restock Gifts For Seniors brochures in gift barrel brochure holder as needed.
- Say “Thank you” to manager and employees for their support of the program.

Requirements: Reliable, friendly, honest, detail oriented, enjoys driving and able to drive safely in winter weather conditions. Must have: a minivan, SUV or car with very large trunk, a valid driver’s license, current motor vehicle insurance, a good driving record, and ability to carry/move large quantities of donated gifts. It is necessary that the volunteer is able to work independently and as part of a team. The volunteer signs a volunteer agreement, follows program procedures and maintains appropriate boundaries. Complete the application, interview and orientation process, provide 2 references, and pass a criminal background and driver’s license check.

Time Commitment: A minimum commitment of 3 weeks @ several hours through 2 to 3 days each week. Flexibility of schedule for pickup times – weekdays, evenings, weekends - during December 2007 through first week of January 2008.

Location: Choice of Host Site community location(s) throughout multiple county metro area. Secure storage facilities are at four locations.

Supervision: The volunteer reports to the Gift Collection Coordinator.

BENEFITS

- Volunteers get satisfaction by giving to the community through the Gifts For Seniors program by ensuring that gift donations are collected and secured in a timely manner to provide quick turnaround for gift selection and delivery by agency representatives to fulfill wish lists of isolated seniors.
- Use your vehicle like Santa’s sleigh and your winter time driving skills.
- Provide high impact community service over a short term time commitment.
- Receive volunteer recognition through invitation to attend an Omni Theater showing in downtown St. Paul
- Volunteers may qualify to be reimbursed for mileage expense pertaining to the assignment.

Gifts for Seniors has many partners, supporters and sponsors who help us make it happen, including: Minnesota Premier Publications, AARP Minnesota, KLBB Radio 1220 AM, SurfThing, Volunteer and Community Partnerships and more than 50 Twin City organizations. Visit: www.GiftsForSeniors.org

Managed by Volunteer and Community Partnerships – HSPH - Hennepin County
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