



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

Contact: [volunteer@GiftsForSeniors.org](mailto:volunteer@GiftsForSeniors.org) or 612-348-4749

## **VOLUNTEER POSITION DESCRIPTION – TITLE: Gifts Check-out Specialist**

**Purpose:** Provide assistance to the program by ensuring correct check-out process of Agency Representatives leaving the Internal Operations Center with donated gifts.

### **Responsibilities:**

- Assist the Agency Representatives in displaying their received gifts on the check-out tables.
- Photograph each Agency Representative at their gift check-out table with your digital camera.
- Download photograph(s) to the onsite computer and insert photograph(s) into Agency Representative's PowerPoint file.
- Present printout of PowerPoint file as a receipt of selected gifts to the Agency Representative before s/he leaves the center.
- Assist the Agency Representatives with packing up the gifts in bags and putting them in their vehicle in the drive-up lane at the door.
- Assist the Team Leader with needed tasks.

**Requirements:** Reliable, friendly, experienced with digital photography/downloading to a computer, detail oriented. Brings own digital camera that's compatible with onsite computer. It is necessary that the volunteer is able to work as part of a team. The volunteer signs volunteer agreement, follows program procedures and maintains appropriate boundaries, complete the application, interview and orientation process, provides 2 references.

**Time Commitment:** A minimum commitment of 6 hours plus training of 30 minutes. Flexibility of schedule choice: two daytime shifts each on Tuesdays, Wednesdays, and Fridays from 12/4/07 to 2/8/08.

**Location:** Roseville Internal Operations Center – near County Road C and Snelling in Roseville. Free off-street parking available. The center is not open to the public. All persons are scheduled by appointment.

**Supervision:** The volunteer reports to the onsite Team Leader.

### **BENEFITS**

- Volunteers get satisfaction by giving to the community through the Gifts For Seniors program by ensuring that donations selected are accurately documented as needed by the program and Agency Representatives and maximizing the brief amount of time the agency representative has at the center.
- Use your digital photography and computer skills
- Learn about various metro area agencies that provide services to seniors.
- Volunteer with your friends, family, or co-workers and meet other fun, community minded volunteers.
- 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.

**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](http://www.GiftsForSeniors.org)

**Managed by** Volunteer and Community Partnerships – HSPH - Hennepin County  
300 South Sixth Street, A-1603 Minneapolis, MN 55487-0163  
[volunteer@GiftsForSeniors.org](mailto:volunteer@GiftsForSeniors.org) or 612-348-4749 [ProjectManager@GiftsForSeniors.org](mailto:ProjectManager@GiftsForSeniors.org)