



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 Display Specialist**

**Purpose:** Provide assistance to the program by unpacking, sorting, and organizing collected donated gifts on display tables and shelves in a consistent and neat appearance for a smooth process of selection of gifts to fulfill wish lists of Agency Representatives for their isolated seniors.

### **Responsibilities:**

- Work with one or more other volunteers in unpacking donated gifts and sort according to categories.
- Organize gifts on display tables and shelves in a consistent manner and neat appearance. Rearrange/fold clothing items according to sizes, color, type for easy and quick selection.
- Consolidate or reorganize gift items onto tables and shelves based on the quantity of gift items received, such as placing all of the ‘sugarless’ candy together.
- Create towel sets and use decorative ribbon to tie them together as a gift pack.
- Consult with Team Leader to determine inappropriate or broken items to set aside.
- Sort reusable empty bags and boxes according to sizes and place near checkout tables for volunteers and Agency Representatives to use in packing up selected gifts.

**Requirements:** Reliable, detail oriented, enjoys organizing gifts, friendly. Creative display experience is helpful. It is necessary that the volunteer is able to work as part of a team. The volunteer signs volunteer agreement, follows program procedures, maintain 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 Mondays and Thursdays from beginning of December 2007 through mid-January 2008.

**Location:** Roseville Internal Operations Center – near County Road C and Snelling in Roseville. Free off-street parking. 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 gift donations are displayed in a pleasing, consistent and organized fashion to maximize the brief the amount of time the agency representative has at the center.
- 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  
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