



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 Financial Specialist](#)**

**Purpose:** Provide assistance to the program by quickly calculating the completed reports and entering accurate statistical accounts for total quantity and value of all gifts received by each Agency Representative during their scheduled visit to the Internal Operating Center

### **Responsibilities:**

- Receive from the Gifts Specialist volunteer the completed reports of gifts received for each Agency Representative.
- Tabulate the reports quickly and accurately to determine total quantity and value of selected gifts during the Agency Representative's scheduled visit as a receipt is provided to them.
- Enter subtotals and totals into the PowerPoint file for each Agency Representative using onsite computer.
- Create and maintain program subtotals and totals of gifts received using onsite computer.
- As time allows, assist the Team Leader and other volunteers with needed tasks.

**Requirements:** Reliable, accurate, experience with calculating numbers/completing reports/entering data in computer, detail oriented, thorough, good penmanship. 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 totaled for documentation needed by the program and Agency Representatives and maximizing the brief amount of time the agency representative has at the center.
- Use your mathematical 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

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