



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

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

VOLUNTEER POSITION DESCRIPTION - TITLE: Gift Center Host

Purpose: Provide assistance to the program by welcoming and completing the check-in for each Agency Representative during their scheduled visit to the Roseville center.

Responsibilities:

- Welcome each Agency Representative at the front desk as they arrive for their scheduled visit.
- Review Agency Representative's identification and application forms to assure the proper check-in is completed.
- Introduce each Agency Representative to their Gifts Specialist volunteer.
- Attend to the front desk and lobby area to assure entrance of those scheduled for a visit.
- As time allows, assist other volunteers in packing up and loading the gifts in vehicles in the drive-up lane at the door.
- Assist the Team Leader with needed tasks.

Requirements: Friendly, reliable, assertive, 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, completes the application, interview and orientation process, and provides 2 references.

Time Commitment: A minimum commitment of 6 hours plus training of 30 minutes. Flexibility of schedule choice: three 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. 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 Agency Representatives gain entrance to the center for their scheduled visit and maximizing the brief amount of time the agency representative has to select and receive gifts.
- 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

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