



# Gifts For Seniors

www.GiftsForSeniors.org

Overview of Vounteer Positions related to:

## Internal Operations Center in Roseville

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

*Note: For all of the details, ask for the complete volunteer position descriptions.*

### **Gifts Center Host:**

DUTIES: Welcome and complete the check-in process for each Agency Representative during their scheduled visit to the Roseville center.

**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.

**Shifts: Tues/Wed/Fri 7:30 – 10:30 10:30 – 1:30 1:30 – 4:30**  
**1 volunteer for each shift**

### **Gifts Selection Specialist:**

DUTIES: Help Agency Representatives select appropriate gifts at the center for isolated seniors served by their agency and record selections on a report sheet.

**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.

**Shifts: Tues/Wed/Fri 7:30 – 10:30 10:30 – 1:30 1:30 – 4:30**  
**3 volunteers for each shift**

### **Gifts Financial Specialist:**

DUTIES: Quickly and accurately tally the completed reports for total quantity and value of all gifts received by each Agency Representative during their scheduled visit to the Internal Operating Center.

**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.

**Shifts: Tues/Wed/Fri 8:30 – 12:30 12:30 – 4:30**  
**3 volunteers for each shift**

### **Gifts Check-out Specialist:**

DUTIES: Complete the check-out process for each Agency Representative leaving the Internal Operations Center with donated gifts.

**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.

**Shifts: Tues/Wed/Fri 8:30 – 12:30 12:30 – 4:30**  
**2 volunteers for each shift**

### **Gifts Display Specialist:**

DUTIES: Unpack, sort, and organize the collected donated gifts and create an attractive display in a consistent and neat appearance for ease of shopping by Agency Representatives.

**A minimum commitment** of 6 hours plus training of 30 minutes. Flexibility of schedule choice: two daytime shifts each on Mondays and Thursdays from 12/3/07 to 1/11/08.

**Shifts: Mon/Thurs 9:00 – 12:30 12:30 – 4:00**  
**3 to 4 volunteers for each shift**

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**Managed by** Volunteer and Community Partnerships – HSPH - Hennepin County  
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