



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

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

VOLUNTEER POSITION DESCRIPTION – TITLE: Gifts Selection Specialist

Purpose: Provide assistance to the program by helping Agency Representatives select appropriate gifts for isolated seniors in their agency and recording the selections of a report sheet.

Responsibilities:

- Review the application information including the ‘wish list’ for unwrapped gifts submitted by the Agency Representative that is used during the process of selecting gifts.
- Greet the Agency Representative, show him/her to a station, and assist with completion of a few simple forms.
- Orient the Agency Representative to the various types of unwrapped gift items available and table locations.
- Accompany the Agency Representative to make unwrapped gift selections according to submitted wish list.
- Document the quantity, type and value of unwrapped gifts selected by completing the checklist provided.

Requirements: Reliable, assertive, friendly, detail oriented, thorough, good penmanship. It is necessary that the volunteer is able to work as part of a team. The volunteer signs a 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 minimum 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. 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 donated gifts get to the appropriate agencies and maximizing the brief the 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

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