



Gifts For Seniors

www.GiftsForSeniors.org

Calling all volunteers to attend our 2007 Volunteer Kickoff – come to one & sign-up to help:

October 19th – 10:30 am & 11:30 am & 12:30 pm

October 25th – 2:00 pm & 3:00 pm

November 5th – 2:00 pm & 3:00 pm

Community Meeting Room at the Ramsey County Library in Roseville
2180 North Hamline - Roseville MN 55113 - Library: 651-628-6803

Overview of Volunteer Positions related to:

Internal Operations Center in Roseville

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

Note: For all of the details, ask for the complete volunteer position descriptions – also on the website.

Gifts Center Host:

VOLUNTEER 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 shifts @ 3 hours per shift 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:

VOLUNTEER 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 shifts @ 3 hours per shift 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:

VOLUNTEER 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 5 shifts @ 4 hours per shift 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:

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

A minimum commitment of 5 shifts @ 4 hours per shift 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:

VOLUNTEER 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 shifts @ 3 1/2 hours per shift 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