

VOLUNTEER JOB DESCRIPTIONS & DETAILS

All Volunteers MUST report to 'VOLUNTEER CHECK IN' located in the TALBOTT TOWER - 118 West First Street - 2nd Floor - Suite 218.

You may park 'free of charge' 'Only' in the Talbott Tower Parking Garage. Your ticket must be validated at Volunteer Check In. All other parking areas, other than the Talbott Tower Garage, is at your own expense.

Each Shift is 3-1/2 hours long. Shift times are: 9:30 am.to 1:00 pm. // 1:00 pm to 4:30 pm // 4:30 pm - 8:00 pm. Doors open promptly at 9:30 am and will close at 7:30 pm.

All Volunteers shall report to 'Volunteer Check In' (118 West First Street - Talbott Tower - Suite 218) fifteen minutes before your shift and 'Check Out' in Suite 218 when your position is relieved by another volunteer.

Volunteers will be needed for the following positions: (This is a brief description...more information & details will be discussed at our Volunteer Orientation Meeting.)

1. **ADMINISTRATION OFFICE GREETERS** - The role of the Administration Office Greeters is to Welcome, Seat, Offer Water, and engage in friendly conversation with parents/guardians who arrive and will be waiting in the Administration Office (128 West First Street) to be taken up to Toy Cottage on second floor of Talbott Tower.
2. **PERSONAL SHOPPERS** —Volunteer is responsible to 'Meet & Greet' their assigned Parent at the Administration Office, (128 West First Street), escort them to the Talbott Tower elevator (118 West First Street) and walk with them to the 2nd floor Entrance of Toy Cottage (Suite 221). Personal Shoppers will help the parent pick out the following: 2 Standard Toys or One (1) *Big* Toy & 1 Standard Toy for each registered child // One (1) Stuffed Animal per every two (2) boys & girls - (Maximum 4 per family) & One (1) Stocking for each registered child//. Personal Shopper will escort them 'Out' the Exit Door and Down the Hall to COAT DISTRIBUTION Door to receive Coat. They will both be met by the Departure Assistant who will take all bags and relieve the Personal Shopper. Personal Shopper will say goodbye to parent at Coat Room Door and go back to Administration Office to pick up another parent. (*Some Toy restrictions apply and additional job details of the Personal Shopper will be discussed at the Orientation Meeting)
3. **TOY COTTAGE ENTRANCE GREETERS** - Volunteer Responsibility will be for One (1) Greeter to stand outside the door of Toy Cottage Entrance (Suite 221) to greet, and give an Pre-Opened Bag to Personal Shopper for each child registered. One (1) Greeter will be inside the Toy Cottage Entrance to welcome, offer a Stack of Books per family and/or Bonus Toy per child. (While Supplies Last)
4. **TOY ROOM ASSISTANTS**— is the ONLY one responsible to pull toys or games down from the shelf per the request of the Personal Shopper. The Toy Room Assistant will be the only one to use stepping stool to remove items from top shelves. The Toy Room Assistant will keep all toys uniform on shelves and keeping the room 'tidy'. They will let FLOC Stockers know what to bring from stock rooms in order to keep shelves full.
5. **STUFFED ANIMAL ROOM ATTENDANT** - responsible to manage and distribute One (1) Stuffed Animal per every 2 boys and 2 girls. (Maximum '4' Stuffed Animals per family.
6. **'FLOCKING STOCKING' ROOM ATTENDANT**— is responsible to pass out One (1) age appropriate stocking for each child in the family.
7. **'EXIT DOOR ATTENDANT'** — is responsible for opening and closing Exit Door for parent and personal shopper (Door 220) and extending Merry Christmas Salutations!
8. **'COAT & HAT ROOM ATTENDANTS'** - are responsible for preparing ONE (1) Coat - & Hat & Gloves if available for each Registered child who requests a coat on their Registration Form.

9. **DEPARTURE ASSISTANTS** - are responsible for meeting Personal Shopper & Parent at Coat Distribution Door and escorting the parent/guardian to the FLOC DOCK to receive Batteries and Wrapping Paper. The Departure Assistant will then carry their bags to CURBSIDE Only. Parents must pull up to the Curb if they have more than one bag.
10. **FLOC DOCK BATTERY & HOLIDAY WRAPPING PAPER ATTENDANTS** - is responsible for giving out 1 roll of wrapping paper per family of four (Maximum 2 rolls) and pulling Batteries per Battery Post It Notes received by Departure Assistant.
11. **'FLOC STOCKERS'** - are responsible for bringing toys, games and Stuffed Animals from Stock Rooms as requested from Toy Room Assistants. They are also responsible for making sure all shelves in Toy Rooms, as well as the Stock Room (Suite 226) are uniform and tidy, so everything is ready to go for next day distribution.

****More Details & Information on each Job Description will be briefed to you at the Volunteer Orientation Meeting****