

**UNITED WAY VOLUNTEER CENTER'S SHARING TREE PROGRAM  
VOLUNTEER JOBS LIST FOR GIFT DISTRIBUTION AT BLESSED SACRAMENT  
Monday, December 8, 2008**

CODE	ACTIVITY	TIME NEEDED	DESCRIPTION
Greeter	Greeter /Volunteer Check-In	6:45 am –9:30 am	Greet and register volunteers at Registration Table at Blessed Sacrament Parish Center
CU	Cleanup	12:30 pm - 3:30 pm	Help clean the building after the event
GCKR	Gift Checker	7:30 am -2:00 pm	Inspect, check in, and record contents of each gift package
KIT	Kitchen Helpers	6:45 am to 2:00 pm	Keep water, coffee and donuts flowing.
TRB	Troubleshooting Area	7:30 am to 2:00 pm	Look up gifts that have lost their tags to locate the agency that requested the item
R/CKR	Gift Runner 1 (from Unloading Area to Check-in Tables)	7:30 am - 2:00 pm	Sort and distribute gifts to the appropriate gift check-in table
R/NPO	Gift Runner 2 (from Check-in Tables to Non-Profit Organizations)	7:30 am -2:00 pm	Sort and distribute gifts to appropriate non-profit organizations
ULD	Gift Unloader	7:30 am - 2 :00 pm	Unload gifts from vehicles as they are brought to Blessed Sacrament Parish Center
GW	Gift Wrapper	7:30 am – 2:00 pm	Wrap gifts that aren't wrapped or were wrapped incorrectly
WL	Wait List	<b>ON CALL</b> 6:00 am -10:00 am	People interested in helping on Gift Distribution Day who are willing to be called at the last minute if needed

**OTHER JOB DESCRIPTIONS**  
**(see sign-up sheet for dates)**

**Proofreading Gift Requests:**

Read each tag to check for grammar errors and misspellings. Also check for missing sizes, color, and etc. for clothing requests; unusual items, etc.

**Tag Night (ages 12 to adult):**

Volunteers attach strings to tags and sort them into green, red, and white categories.

**Tag Sorting:**

Tags are sorted by tag color and item requested so every Sharing Tree has a variety of tags.

**Bagging of Tags:**

Sharing Tree tags are counted and bagged for distribution to the Community Tree Coordinators at churches, area businesses, and retail stores.

**Data Entry:**

Enter gifts received during early check-in or after gift distribution day and the value of the gifts into the Sharing Tree Database. Basic computer knowledge is needed.

**Phone Bank:**

Field calls when individuals who took a tag from a Sharing Tree call with questions regarding information on tag. Record question, contact the agency representative for answer and return the call to the donor.

**Early and Late Check-In:**

This job is similar to being a Gift Checker on Gift Distribution Day except it's done at the United Way Volunteer Center office. Open gift, record any extra items, check gifts in, contact the agency for pick up.