

2017 HOLIDAY VOLUNTEER ROLE DESCRIPTIONS AND SHIFTS

Thanksgiving Day: Thursday, November 23

Christmas Eve Day: Sunday, December 24

Location: Envision Catering and Event Center
484 Inwood Ave. N., Oakdale, MN 55128

Check In Elders and Drivers

Shift: 10:45 a.m. – 12:30 p.m.

Volunteer to check-in elder guests and their volunteer drivers arriving by car for the holiday event. Be a smiling face when guests arrive! Distribute nametags, answer questions and provide directions. Please stay and enjoy dinner with our elder guests and your fellow volunteers!

Check In Event Volunteers

Shift: 8:30 a.m. – 12:30 p.m.

Volunteer to check-in Event Volunteers for the holiday event. Welcome volunteers, distribute nametags and provide directions. Instructions will be provided when you arrive. Please stay and enjoy dinner with our elder guests and your fellow volunteers!

Check In Metro Mobility

Shift: 10:45 a.m. – 12:30 p.m.

Volunteer to check-in elder guests arriving by Metro Mobility and volunteer Dinner Companions. Welcome them to the event, distribute nametags and ensure elders are matched with volunteer Dinner Companions to share a delicious holiday dinner. Additional instructions will be provided when you arrive. Please stay and enjoy dinner with our elder guests and your fellow volunteers!

Check In Tables Lead

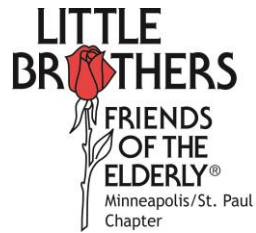
Shift: 8:30 a.m. – 12:30 p.m.

Lead a team of 5-8 volunteers to check-in and distribute nametags for elders, drivers and Event Volunteers for the holiday event. Detailed instructions will be provided approximately 2 weeks before the event. Please also enjoy dinner with our elder guests and your fellow volunteers!

Day Before Prep

Shift: 9 a.m. – 12 p.m.

Volunteer in the kitchen at Envision Catering and Hospitality on the day before the event, helping to prepare the holiday meal. No prior experience required. All instructions will be provided when you arrive. Recommended for older teens and adults. Wear comfortable clothes that you won't mind getting messy!



Dining Room Host

Shift: 11:15 a.m. – 12:30 p.m.

Volunteer in the dining room to welcome guests to the holiday event and direct them to open seating in the dining room. More detailed instructions will be sent approximately 2 weeks before the event. Please also enjoy dinner with elder guests and your fellow volunteers!

Dishwasher

Shift: 12 – 3:30 p.m.

It's not glamorous but we still need you! Volunteer to wash dishes at the holiday event. No prior experience required. All instructions will be provided when you arrive. Wear comfortable clothes that you won't mind getting messy. Enjoy dinner with your fellow volunteers before you start work!

Driver for Elder

Shift: 11 a.m. – 3 p.m.

Volunteer to pick up and drive elders who have been assigned to you to the holiday event. Enjoy a delicious holiday dinner and warm conversation with your elder. Drive your elder friend home and ensure they make it inside safely. To volunteer as a driver, you must pass a background check and have valid car insurance. The name(s) and address(s) of the elder(s) you will be escorting will be emailed to you approximately one week before the event, along with the additional information you will need. Your family members are welcome to attend! Please register family members age 12+; no registration required for younger children.

Driver for Meal Delivery

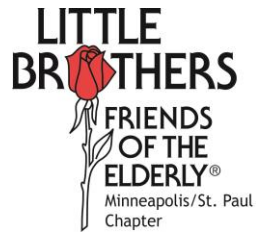
Shift: 11 a.m. – 1:30 p.m.

Volunteer to deliver a hot holiday dinner to 1-3 elders unable to attend the event. Pick up meals at Envision Catering in Oakdale between 11 and 11:30 a.m. and deliver in the metro area. To volunteer as a driver, you must submit and pass a background check. The name(s) and address(s) of the elders you will be delivering meals to will be emailed to you approximately one week before the event, along with the additional instructions you will need. Your family members are welcome to join you! Please register family members age 12+; no registration required for younger children.

Elder Escort

Shift: 11 a.m. – 2:30 p.m.

Volunteer to escort elders from arriving cars into the lobby and check-in table for the holiday event. After dinner, assist elders from the lobby to cars as they pull up to the front door. Dress appropriately for the weather! You will be going from outside to inside and back in this role. Additional instructions will be sent approximately 2 weeks before the event. Please also enjoy dinner with our elder guests and your fellow volunteers!



Kitchen Crew

Shift: 9 a.m. – 2 p.m.

Volunteer to prepare and plate food for guests attending the holiday event. Also prepare “to-go” meals for delivery to elders unable to attend the event. No prior experience required. All instructions will be provided when you arrive. This role requires standing for long periods of time. Wear comfortable clothes that you won’t mind getting messy! Enjoy dinner with your fellow volunteers!

Lobby Concierge

Shift: 10 a.m. – 2:30 p.m.

Volunteer to keep things running smoothly in the lobby as guests and volunteers arrive for and depart the holiday dinner. Answer questions, provide directions, and support other volunteer roles. Additional instructions will be provided when you arrive. Please also enjoy dinner with our elder guests and your fellow volunteers!

Lobby Concierge Lead

Shift: 10 a.m. – 2:30 p.m.

Lead a team of 3-5 volunteers to keep things running smoothly in the lobby as guests and volunteers arrive and depart the holiday event. Answer questions, provide directions, and support other volunteer roles. Additional instructions will be provided when you arrive. Please also enjoy dinner with our elder guests and your fellow volunteers!

Lobby Set-up

Shift: 8 – 10 a.m.

Volunteer to set up the lobby on the morning of the holiday event. Create a welcoming atmosphere. Set up and arrange tables, easels, nametags, wastebaskets and holiday decorations. Instructions will be provided when you arrive.

Metro Mobility Dinner Companion

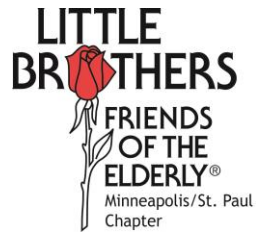
Shift: 11 a.m. – 3 p.m.

Volunteer to be paired with an elder guest arriving for the holiday event via Metro Mobility. Assist elder off the bus and into the event. Share a delicious holiday dinner and warm conversation. Assist elder with finding and boarding the correct bus home. Your family members are welcome to attend! Please register family members age 12+; no registration required for younger children.

Metro Mobility Dinner Companion Lead

Shift: 11 a.m. – 3 p.m.

Lead a team of 15-20 volunteer Dinner Companions who will be matched with elder guests arriving via Metro Mobility to share a delicious holiday dinner. Ensure volunteer Dinner Companions assist elders off the bus, introduce themselves, escort elders into the lobby for check-in and proceed to the dining room. Additional instructions for this role will be provided approximately 2 weeks before the event. Your family members are welcome to attend! Please register family members age 12+; no registration required for younger children.



Serve and Clean-up

Shift: 11:15 a.m. – 3 p.m.

Volunteer in the dining room to serve a delicious holiday dinner to elder guests and volunteer companions. Clear tables during and at the end of the meal. No prior experience required. All instructions will be provided when you arrive. Enjoy dinner with our elder guests and your fellow volunteers!

Set-up and Serve

Shift: 9:45 a.m. – 1:30 p.m.

Volunteer to set dining tables with china and flatware then help serve a delicious holiday dinner. No prior experience required. All instructions will be provided when you arrive. Please also enjoy dinner with our elder guests and your fellow volunteers!