



# VOLUNTEER OPPORTUNITIES 2017

## Holiday Shop Preparation

- **Gift Reception:** The Volunteer Department will be collecting gifts on December 4: 12PM-6PM, December 6: 1PM-7PM, and December 8: 8AM-2PM at the Ray Cushman Center at 1300 Gilpin St. We are in need of volunteers to assist with receiving gifts.
- **Gift Basket and Décor Collection:** Volunteers will seek donations of gift baskets and festive holiday decorations.
- **Holiday Shop Set Up:** During the week of December 11, we will need assistance in transporting gifts and setting up for the Holiday Shop event. Please inquire with Angie Ruddell about specific times.

## Holiday Shop-Saturday, December 16, 2017

- **Childcare @ Warren Village:** Provide childcare at Warren Village's Learning Center for children under 4 years of age.
- **Childcare @ Event Location:** Provide childcare and facilitate activities for children over the age of 4 once they have finished shopping for their parents. *\*If you are interested in providing a specific activity, such as face painting or crafts, please let us know.*
- **Personal Shoppers for Children and Parents:** Volunteers will be matched with parents or children as "Personal Shoppers" to help them navigate available items and find wonderful gifts for their loved ones. These volunteers will also assist in wrapping gifts, helping families carry gifts to the exit, and staying with children until their parents are finished shopping, if applicable.
- **Hospitality:** We are seeking an individual or small group to provide light refreshments for families to enjoy while they shop.
- **Gift Wrapping Team:** Volunteers will assist families and personal shoppers in wrapping gifts as well as ensure that the wrapping stations are stocked with supplies.

## Holiday Shop Clean-Up

Holiday Shop is a magnificent event for all involved, and we could not execute this event without the help of our volunteers. In addition to the preparation, we are seeking support in cleaning up the event.

- **Gift Transport and Organization:** Monday December 18 and Tuesday, December 19, assist Warren Village staff in transporting leftover gifts back to Warren Village. **Time is flexible!**

**To sign up as a Holiday Shop volunteer, please visit our website: [www.warrenvillage.org/holidayshop](http://www.warrenvillage.org/holidayshop) or contact Angie Ruddell: [aruddell@warrenvillage.org](mailto:aruddell@warrenvillage.org), 303-320-5032.**

*Per Warren Village Volunteer Policy, all volunteers 18 and older will be required to complete a background screening.*