

MMOCA VOLUNTEER POSITION DESCRIPTION



Job Title	Holiday Gift Wrapping
Department	Museum Store
Location	Museum Store
Reports to	Leslie Genszler, Laurie Stacy

GENERAL POSITION DESCRIPTION

- Gift wrap holiday packages in MMoCA's Museum Store.

SPECIFIC TASKS

- Box, wrap, and tie bows on gift purchases made in the Museum Store.

REQUIREMENTS/QUALIFICATIONS/SKILLS

- **Must be a fast** and neat gift wrapper. Speed and good dexterity are essential.
- Must be comfortable handling some fragile and delicate items.
- Must be able to remain calm under pressure, and be comfortable and pleasant working with the public. The Store can be very busy during the holiday season. Shoppers are in a hurry and want their purchases wrapped quickly and neatly.

TIME COMMITMENT

- The available shifts are listed on the following page. It is preferred that volunteers assigned to this job be available to work a minimum of 4 shifts during the holiday season.

BENEFITS TO VOLUNTEER

- Gain experience volunteering at MMoCA.

2011 HOLIDAY SEASON GIFT WRAPPING SHIFTS

SHIFT #	DAY	DATE	HOURS	# OF VOLUNTEERS NEEDED
1	Friday	11/18	12-3pm	1-2
2			3-6pm	1-2
3	Saturday	11/19	10am-1:30pm	2
4			1:30-5pm	1
5	Sunday	11/20	12-4pm	1-2
6	Friday	11/25	9am-1pm	2
7			1-5pm	1
8	Saturday	11/26	10am-1:30pm	2
9			1:30-5pm	1
10	Sunday	11/27	12-4pm	1-2
11	Saturday	12/3	10am-1:30pm	2
12			1:30-5pm	1
13	Sunday	12/4	12-4pm	1-2
14	Saturday	12/10	10am-1:30pm	2
15			1:30-5pm	1
16	Sunday	12/11	12-4pm	1-2
17	Monday	12/12	11am-3pm	1
18	Tuesday	12/13	11am-3pm	1
19	Wednesday	12/14	11am-3pm	1
20	Thursday	12/15	11am-3pm	1
21	Friday	12/16	11am-3pm	1
22	Saturday	12/17	10am-2pm	2
23			2-5pm	1
24	Sunday	12/18	12-4pm	1
25	Monday	12/19	11am-3pm	1
26	Tuesday	12/20	11am-3pm	1
27	Wednesday	12/21	11am-3pm	1
28	Thursday	12/22	11am-3pm	1
29	Friday	12/23	10am-2pm	2
30			2-5pm	1
31	Saturday	12/24	11am-3pm	2