

Check-In Team Responsibilities

Their job is to make sure everyone who enters the building to serve, or as a guest, gets checked in. They will direct volunteers to the appropriate locations. They also serve as security at that entrance.

Shopping Team Responsibilities

While community members are shopping, greet them, help carry their items to the cashier area and just roll out the red carpet. They also restock the toys.

Cashier Team Responsibilities

This team is responsible for taking payments for toys, marking the thumb of each community member with sharpie, bagging toys and directing community members to the gift wrap area. They also make sure that people do not go back into the mart area after they pay.

Gift Wrap Team Responsibilities

This team wraps all gifts and has community members fill out gift tags to place on gifts. They will also help to direct the community members through this area. Be sure to have a few people who can just direct the parents to the next open gift wrap person.

Hospitality & Kids Team Responsibilities

Make the community feel welcome and loved while they wait to enter the gift mart. Serve snacks to those in the community who are standing outside. Pick up any trash left behind by the community. This team is also responsible for caring for the kids while their parents are shopping. They are also responsible for making sure those who come to get the kids are the parents.