

Gift Giving/Villa Set-Up



| Area | Important Info |
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| Volunteer Requirements | <ul style="list-style-type: none"> • Volunteers must be 16 years or older to volunteer and must have a valid driver's license. |
| Volunteer Responsibilities | <ul style="list-style-type: none"> • Review gift giving paperwork and identify the number of gifts needed for the day. • Prepare any star passports or event flyers needed for delivery. • Stock the golf cart with gifts and set-up crates. • Communicate with Guest Services about early checkouts. • Operate the golf cart and adhere to the Village's safety guidelines for proper operation of the golf cart. • Deliver daily gifts to families. • Interact and greet families when delivering gifts. • Set-up vacant clean villa's with gift bag, drinks and coffee for new arriving families. |
| Gift Giving Shift Schedule | <ul style="list-style-type: none"> • Gift Giving Shifts are 9am-1pm/7 days a week/rain or shine • 9:00- Begin gift giving paperwork and prepare gifts. • 9:30- Deliver setup crates for any early departures. • 10:00- Begin gift giving. • 11:30- Deliver remaining setup crates to vacant villas. • 12:30- Dispose of trash and cardboard. |
| Closing Procedures | <ul style="list-style-type: none"> • Remove trash from cans in warehouse and take to trash compactor. • Break down any boxes and take to recycling bin. • Plug in gift giving golf cart • If you arrive back early, ask the Warehouse staff how else you can assist. |

Thank you for Volunteering!