



STORE TO DOOR

VOLUNTEER POSITION DESCRIPTION **COUPON BOOKLET COLLECTOR**

GOAL: Gather new unused grocery coupon booklets (distributed in the Sunday newspaper) and deliver them to the St. Paul office on a regular basis. Specific coupons are clipped from the booklets that apply to items our customers have recently ordered. Cub Foods honors these coupons and the funds are used to support our programs.

Duties and Responsibilities:

- Collect the coupon booklets from faith-based groups, schools, apartment buildings, families, clubs and other locations. Deliver the booklets to the Store To Door office monthly
Booklets are required:
 - The coupons are manufacturers' coupons and not Cub Foods produced coupons
 - The coupons have not expired within the past two months.
- Locate new sources of coupon booklets in your community. Work with the Volunteer Coordinator to develop relationship with donating groups
- To work within coupon expiration dates, booklets brought into the office should be dated within the two months. (The date of publication is usually located on the spine of the booklet)
- Intact booklets are usable; booklets that have pages missing or are just loose pages are not usable
- Drop off or mail the booklets to the St. Paul office on a monthly basis
- Must be self-directed and independent worker with clear communication skills
- Detail-oriented, and have good organizational skills
- Maintain donor and customer confidentiality
- Communicate with the Volunteer Coordinator and Administrative Assistant for assignments
- Communicate with Volunteer Coordinator monthly volunteer hours

Requirements:

- Commitment of 1-2 hours each week for a minimum of three months
- Ability to pick up and deliver booklets on a monthly basis
- Fluency in English (read, write, speak, and understand)
- Interest or ability to learn about senior nutrition or helping senior citizens

Reports to:

Administrative Assistant for task supervision

For more information: Volunteer Coordinator

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