

## VOLUNTEER POSITION DESCRIPTION

**TEAM/TASK:** Fall Auction – Team Lead

**TEAM LEAD:** Ilia Jackson , [auction@cslsj.org](mailto:auction@cslsj.org)

**TIME COMMITMENT/FREQUENCY/DURATION:** Commitment is for one event. Time for each event depends on event scope and desired role.

### SKILL(S) REQUIRED:

- Friendly, outgoing, and flexible with cheerful presence!
- Excellent collaborator; equally comfortable handling details or delegating, also willing to take training and direction from Event Leader.
- Function calmly in a busy environment with frequent interruptions
- Perfectly happy if the work is non-glamorous!
- Party or event planning experience helpful but not required

### POSITION EXPECTATIONS:

A variety of leadership roles are available to staff our annual fundraising event. The traditional team roles for this event include planning, setup, clean up, decorating, registering attendees, cashing out attendees, working with vendors, bartending, serving, assembling attractive auction baskets, finding sponsors/advertisers/donors, creating/organizing marketing materials, creating and editing auction book, data entry auction software, (Auctria) sales and expense tracking etc.

### TRAINING:

Training is conducted by staff and one or more of the Event Leads for the event as appropriate. Expect to attend monthly meetings for four months before the event and weekly meetings in the month leading to the event. There will also be a post-event discussion 2-3 weeks after the event.