

Volunteer Position Descriptions

Coordinator and Lead Volunteer Positions

Homeroom Project Coordinator

- This individual will work with the Volunteer Coordinator to recruit parents in each homeroom who are willing to find a project that is age appropriate that the children will create in the classroom.
- This individual will also work with the Homeroom Project Chairs to ensure that all projects are ready and prepared for Catholic Schools for the night of the auction.
- This person can volunteer and communicate from home.
- We do require at least one meeting either in person or via Zoom.

Auction Volunteer Coordinator

- The volunteer coordinator will work with the Auction Coordinator in recruiting volunteers for the upcoming auction.
- He or she will organize volunteers and keep an ongoing communication with the people who have signed up for volunteer positions.
- Schedule at least one meeting to meet with all volunteers 1 month prior to the auctions to go over the schedule and responsibilities of each position and communicate the time they will need to report and sign in the day of the auction.
- Will need to be available for the Gala Night as a check in person for the volunteers.
- Work closely with Auction Coordinator and Evergreen Event Services at both events to make sure all positions are covered.
- This person can work from home up until the day of the auction.
- Will need to be present for volunteer check-in at the Gala Auction and stay until the end of the event.

Procurement Coordinator

- The Procurement Coordinator will work with the Auction Coordinator to come up with silent and live item ideas.
- Would be willing to delegate to families who are willing to go out and procure the items we would like for the auctions. (The items the families procure will count towards the fundraising at the value they sell for.)
- This person can volunteer from home.
- We do require at a few meetings with Auction Coordinator either in person or via Zoom.

Volunteer Position Descriptions

Item Storage Coordinator

- The Item Storage Coordinator will be working with the Auction Coordinator once larger items are starting to be turned in. (1-2 months prior to event)
- Having a large vehicle is a bonus
- Will have access to storage unit.
- Will need to check in with Auction Coordinator if any items need to be transported to storage.
- Will need to keep items organized by Silent and Live items and is responsible for any number changes as we get closer to the event.
- Will need to lead Transport Crew to Storage for Gala Auction (Saturday)
- This is an in-person volunteer position.

Before and After Gala Auction Crew Lead

- Direct volunteers to pack up items for transport to and from the Gala. Will work with Storage Coordinator and Volunteer Coordinator.
- They will also bring things back to the school after the event
- In person volunteer position

Merchandising Coordinator

- The Merchandising Director will work with the Volunteer Coordinator to assemble a team to make the entire auction items look presentable and attractive to the potential bidder. We have a binder with examples in the office.
- This individual(s) will also need to let the Auction Coordinator know if there are any props or supplies that are needed for Merchandising two weeks prior to event. Auction Coordinator will supply list of items report to Merchandising Director.
- This person(s) will also assist in creating Table Tents for Gift Card Items for Silent tables.
- This position can be partially done from home.
- In person required to set-up

All these positions are very important for the success and execution of our largest fundraiser of the year. We hope that a parent(s) can commit to one of these lead positions for the time that they are here at St. Vincent. This is also great way to use your talents and know how you are contributing to your volunteer hours each year.