

Volunteer Position Descriptions

Coordinator and Lead Volunteer Positions

Procurement Coordinator – Starts Late August – Early September thru Auction

The Procurement Coordinator plans and oversees the activities of procuring silent and live auction items. This position will:

- collaborate with the Auction Coordinator to come up with auction item ideas.
- delegate and work with families on procurement outreach of items selected for the auctions. (The items the families procure will count towards the fundraising at the value they sell for.)
- work with the procurement team to determine which night the items are designated for Silent Auction or Gala.
- schedule and attend meeting(s) with the Auction Coordinator in person or via Zoom.
- communicate to parents and other coordinators as needed.
- be able volunteer from home.

Homeroom Project Coordinator – August - Auction (Ideally start to recruit end of prior year)

The Homeroom Project Coordinator plans and oversees the activities in producing classroom auction items for the Gala. This position will:

- work with the Volunteer Coordinator to recruit parents in each homeroom to find a project that is age appropriate that the children will create in the classroom.
- work with Homeroom Project Chairs to ensure that all projects are ready and prepared for display during Catholic Schools week and the Silent Night Auction.
- schedule and attend meeting(s) either in person or via Zoom.
- be able to volunteer in the classroom and from home.

Auction Volunteer Coordinator – September-Auction

The Auction Volunteer Coordinator plans and oversees activities in organizing volunteer positions for the auction. This position will:

- work with the Auction Coordinator in recruiting volunteers for the upcoming auction.
- organize volunteers and maintain communication with the people who have signed up for volunteer positions.
- schedule and attend meeting(s) 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.
- be available and present for volunteer check-in at the Silent and Gala Auction.
- This person can work from home up until the day of each auction.
- Will need to be present for volunteer check-in at the Silent and Gala Auction.

Volunteer Position Descriptions

Item Storage Coordinator – 2 months before auction

The Item Storage Coordinator will organize and coordinate the storage and transfer of auction items. This position will:

- keep items organized by Silent and Live items and is responsible for any number changes as we get closer to the event.
- coordinate and lead transport crew to storage for Silent Auction (TBD) and Gala Auction (Saturday.)
- have a large vehicle (is a bonus).
- will be given access to storage unit.
- need to volunteer in person.

Gala Kick-Off Silent Auction Night Co-Chairs – August – Auction

The Gala Kickoff Silent Auction Co-Chairs in collaboration with the Auction, will plan and manage all activities related to the Gala Kickoff Silent Auction. This position will:

- work closely with the Kids Activity Coordinator and Food Coordinator to plan and organize activities, setup and clean up.
- be responsible for checking in with all stations that handle money and work closely with Evergreen Event Services.
- schedule and attend meeting(s) with team and Auction Coordinator either in person or via Zoom.

Gala before and after auction Crew Chief

The Crew Chief coordinates and manages before and after auction activities at the Gala. This position will:

- direct volunteers to pack up items at Gala for transport to and from the Gala. Will work with Storage Coordinator
- they will also bring things back to the school after the event.
- will lead and work with the Silent Auction and Gala Clean-Up crew.
- in person volunteer position
- also see Gala Clean-up and transport.

Volunteer Position Descriptions

Gala Kick-Off Silent Auction and Gala Merchandizing Director

The Merchandizing Director plans and oversees activities in merchandizing auction items. This position will:

- work with Volunteer Coordinator to assemble a team to make the entire auction items look presentable and attractive to the potential bidder. We have a binder in office for examples.
- need to let Auction Coordinator know if there are any props or supplies that are needed for Merchandizing 2 weeks prior to event. Auction Coordinator will supply list of items report to Merchandizing Director.
- assist in creating Table Tents for Gift Card Items for Silent tables.
- Be partial at home volunteer and in-person. In person is required for setup.

Fund-an-item Video – September - 1 week prior to Auction

The Fund-an-Item Video position uses their amazing skills to create a fund-an-item video and show case the need for a specific item. Please contact Auction Coordinator to see example videos from past auctions. This position will:

- Be able to involve students to participate in the video.
- need to submit final video on USB Drive and give to Auction Coordinator for Audio Visual 1 week prior to auction.
- Be partial at home volunteer and in-person.

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.