

## Volunteer Position Job Description

**Job Title:**

**SPRING FLING Silent Auction Team Leader**

**Purpose:**

Oversee the silent auction for the Spring Fling Event

**Location:**

Home

**Key Responsibilities:**

- lead a team of volunteers to source auction item donations from community businesses and sponsors
- pick up items and coordinate auction packages
- itemize, wrap, label and display items for action
- prepare auction sheets
- tally final amounts
- track down auction winners
- provide final report to Spring Fling Chairperson

**Reports to:**

Spring Fling Chairperson

**Length of Appointment:**

Dec - April

**Time Commitment:**

A few hours a week to organize volunteers and source pricing  
More hours in the days leading up to the event to prepare displays, transport items and set up for event

**Qualifications:**

Experience canvassing for donations. Knowledge of local businesses. Familiarity with charitable silent auctions.

**Support:**