

**Position:** Silent Auction Coordinator - Arts Awards Program

<b>Staff Liaison:</b>	Joy Kramer, Administrator	519-747-8537
<b>Volunteer Services Contact:</b>	James Nye	
<b>Website:</b>	www.kwartsawards.ca	

**Objective:**

- Provide silent auction support to a highly-regarded community arts recognition program.

**Responsibilities:**

- Liaise with committee to determine silent auction needs
- Determine new silent auction donation contacts
- Update and maintain silent auction database
- Prepare and send or fax request letters for silent auction donations
- Follow-up by telephone to confirm donation and value and arrange pick-up
- Pick-up or arrange pick-up of donations
- Merge database with bid sheets and produce silent auction bid sheets
- Prepare thank you letters for silent auction donors
- Prepare required reports and provide information to the committee
- Maintain confidentiality of silent auction information
- Attend and vote at committee meetings as needed

**Place: TBA**

- Meetings are arranged by the committee
- Volunteer will also work at home

**Time Commitment:**

- Year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- Workload moderately increases closer to two Arts Awards events in the spring.
- Attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required.

**Qualifications:**

- Understanding of volunteer organizations and needs of organization
- Good interpersonal and negotiating skills
- Experience dealing with business owners useful
- Responsible, trustworthy and organized team-player
- Computer and email skills

**Benefits:**

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers

**Screening Requirements:**

- Satisfactory interview and reference check

**Additional Information:**

- use of personal computer, printer, and email is preferable