

## **Arbor Eden Gala**

### **Volunteer Position Descriptions**

**Auction Check Out Assistant** – You will be handed an auction item sheet or several sheets from either the Cashier or the Cashier Assistant. Take this sheet/these sheets over to the shelving area or bins where the auction items are stored, pick up the item, making sure that it is the correct item listed on your sheet and that it is securely packaged for the guest to take home. Return packaged items and slip to the Cashier or Cashier Assistant.

**Cashier** – Must be comfortable working with computers and basic computer software functions. Will be using Maestrosoft AM Pro as part of the check out process.

**Cashier Assistant** – Assist that cashier by running credit cards and making sure that an Auction Check Out Assistant is tasked to pick up the correct auction item(s).

**Members & Non-Members Check In** – Both check in for Patrons & Benefactors and Members & Non-Members will occur in the same area this year for ease. This is the area just to the right as you come up the escalators, near Tully's Coffee. There, you will be checking the guest's name off a list, going to the corresponding file folder where you will find their wristband (with their auction number written on it) to hand to them.

**Patrons & Benefactors Check In** – Both check in for Patrons & Benefactors and Members & Non-Members will occur in the same area this year for ease. This is the area just to the right as you come up the escalators, near Tully's Coffee. There, you will be checking the guest's name off a list, going to the corresponding file folder where you will find their wristband (with their auction number written on it) along with a nametag to hand to them.

**Silent Auction Assistant** – Rove, checking silent auction tables for winning bids, mark and pull sheets as needed. Pull items and bring to Check Out as each auction closes (we have three rolling auction closures this year starting at 8:00 p.m.).

**Silent Auction Floater** – Working with the staff, you'll be assisting with set up at either the silent auction tables or in the check our room.

**Silent Auction Table Set Up** – Help set up the silent auction tables prior to public access. This includes ensuring that the item, description card and bidding sheet match and are arranged together.

**Traffic Direction** – Ensure guests coming from the street or parking garage are directed to the event area.

**Volunteer Break Room Staffing** – Ensure that there are enough drinks being chilled, snacks are well stocked and volunteer possessions are secure in the volunteer break room. You'll be given a schedule and floor maps in case any volunteers have questions about their assignments or need direction to a location.

**Will Call/Volunteer Check In** – This will serve as a location for general guest questions, where folks can pick up their parting gift and parking vouchers. This will also serve as volunteer check in which is the same location that it was last year at Coat Check. This was to the left as you come up the escalators. Here you will check the volunteer's name off a list, give them a wristband (with their auction number written on it). You'll be giving them a map or directing them to the Volunteer Break Room where they can store their personal items.