



Volunteer Position Title: Silent Auction Table Monitor
Event: Dixonlicious

Location: Ada Slaight Hall – Daniels Spectrum, 585 Dundas St E
Reports to: Rebecca Hare, Director, Philanthropy & Communications

POSITION SUMMARY: Silent Auction Table Monitor volunteers are responsible for maintaining the tidiness of the silent auction items; assisting guests in completing bid sheets; providing security for items on the tables; and distributing items to successful bidders upon presentation of proof of payment. Volunteers also thank guests for their attendance, engage them in conversation, and answer questions about the auction items, the agency and its food programs.

OF AVAILABLE POSITIONS: 4

QUALIFICATIONS:

- Out-going and enthusiastic; comfortable engaging people in conversation.
- Excellent communication and interpersonal skills; customer service experience an asset.
- Fluency in verbal English; other languages an asset.
- Ability to work independently with minimal supervision.
- Must be a minimum of 19 years of age or older (*licensed event*).

REQUIREMENTS

- Complete a volunteer application form

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Thank each guest for attending and ensure they are enjoying the event.
- Ensure silent auction tables are tidy; match up bid sheets with items; keep tables stocked with pens.
- Assist guests in completing bid sheets to ensure that bid increments are adhered to.
- Distribute items to guests upon presentation of proof of payment.
- Assist Team Lead as required.

EVENT DETAILS

- Wednesday March 29, 2017 from 5:30pm - 9:30pm (arrive at 5:00pm for orientation and training)
- Team Leader: Rebecca Hare
- Dress code: Dressy (blouse, slacks, dress, skirt, dress shirt) and comfortable shoes: no jeans

BENEFITS

- Opportunity to engage guests in the life and work of Dixon Hall
- TTC Tokens provided upon request (*max. 2 tokens per volunteer*)

For more information, and to apply, please contact:

Heather Johnson
Manager, Volunteer Program and Human Resources
416-863-0499 ex. 3225 volunteer@dixonhall.org

