



SILENT AUCTION FUNDRAISER VOLUNTEER DESCRIPTION

TITLE: Silent Auction Fundraiser Volunteer

ORGANIZATION: Victoria Cool Aid Society

EVENT: Homecoming 50th Anniversary Gala

REPORTS TO: Executive Coordinator

DATE OF POSITION: IMMEDIATE

TIME COMMITMENT AND TIMELINE: 2-4 hours weekly; November 2017 – May 2018

DESCRIPTION:

Homelessness touches many lives at a significant cost to communities. The Cool Aid Society has been a key player in the work to end homelessness in the Capital Region for decades and, with your help, is developing 360 more apartments for people who are currently homeless. On Saturday, May 26, 2018, at the Homecoming 50th Anniversary Gala, we will celebrate 50 years of achievement in our community. More information about the Homecoming 50th Anniversary Gala can be found [here](#).

The Victoria Cool Aid Society needs a Silent Auction Fundraiser Volunteer. This volunteer will be responsible for assisting the Homecoming Committee in securing great items for our event. A successful silent or live auction relies on unique and exciting items secured on your behalf. Typically, this volunteer will work 2-4 hours weekly.

DUTIES:

- Overall duties are to work with the Executive Coordinator and the Homecoming Committee to solicit items for a Silent Auction for the Victoria Cool Aid Society's Homecoming Gala (May 2018);
- Follow up with prospects with phone calls or personal visits to solicit or pick up silent auction items;
 - Gift cards/certificates for dinners at best restaurants in Victoria, grocery stores, tourism excursions, etc.;
 - Items with a 'home theme' (e.g. appliances, furniture, artwork);
 - Sports memorabilia (e.g. signed hockey sticks/T-shirts; rare and "good" year wines (either by bottle or case);
 - Tickets to sporting events, concerts, plays and movies;
 - Tickets to vacation trips etc.;
 - In-kind expertise of a legal/finance expert.
- Record items as received;



- Complete bid sheets.
- Attend monthly committee meetings is preferred but not required.

REQUIREMENTS:

- Interest in the mission of the Victoria Cool Aid Society and desire to support its mission and increase public support. The Victoria Cool Aid Society is looking for someone who is goal oriented, outgoing, has great attention to detail, and excellent phone manners.
- Fundraising skills are preferred but not required.
- Detail oriented
- Strong communication, both verbally and via phone.
- Ability to work independently
- **Complete the Ministry of Public Safety and Solicitor General Volunteer Criminal Record Check prior to commencement of volunteering (an easy process we can help you with).**

Please submit cover letter and resume in confidence to Rob Linkiewicz, Executive Coordinator, Victoria Cool Aid Society, 101-749 Pandora Avenue, Victoria, BC, V8W 1N9 or e-mail rlinkiewicz@coolaid.org.