

Position Title: Annual Meeting Silent Auction Coordinator

Supervisor: WVOA Executive Director or Fundraising Committee Chair

Location: AM at Hotel Marshfield, 2700 S Central Ave, Marshfield, WI 54449

Purpose: Help WVOA achieve a successful silent auction to raise funds for the organization.

Duties & Responsibilities:

- Receive silent auction donation items at registration
- Ensure form is completed and attached to the item
- Match donated items and paperwork
- Set-up auction tables and items

Qualifications & Skills:

- Organized and reliable
- Trustworthy
- Friendly and welcoming
- Self-starter

Length of Commitment: Friday September 20 and/or Saturday September 21, 2019

Days/times volunteer is required: Required to be available prior to the silent auction times to set-up and during the AM on Friday and Saturday during the silent auction.

Benefits of volunteering: Volunteers will build organizational skills and meet fellow WVOA members.

Training provided or other details: None, support provided on-site.

WVOA Executive Director – Nancy Bozek wwoa@uwsp.edu 715-346-4798

Fundraising Committee Chair – Mark Erickson wink1e@tds.net