

## **COORDINATORS**

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# **COORDINATOR RESPONSIBILITIES**

## ***Parent Volunteer Coordinator***

- Prepare and maintain volunteer sign up posters.
- Work with all coordinators to establish volunteer needs.
- Organize Room Moms to call all parents to encourage participation.
- Maintain master volunteer list.
- Direct volunteers night of auctions.
- Organize 6<sup>th</sup> grade and older youth volunteers for night of auction.
- Coordinate with Raffle and Live

## ***Correspondence***

- Works closely with Chairs on all bulk mailings
- Assist chairs as needed
- Proofreader

## ***Publicity***

- Prepares auction newsletters
- Prepares Parish bulletin notices
- Organizes all outside advertising (Newspaper, radio, poster, other parishes)
- Coordinate with Data to produce newspaper thank you

## ***Procurement***

- Coordinate volunteers in contacting donors from procurement books.
- Trains callers
- Ensure accuracy and completeness of donor forms.
- Coordinate with Data Entry

## ***Item Pick-Up***

- Coordinate volunteers to pick up donated items from businesses.
- Coordinate removal of donor forms from office with Data Entry.
- Deliver items collected to auction office and process forms.

## ***Item Storage***

- Secure location for storage of items until auction.
- Coordinates volunteer for item collection from office and deliver to storage.
- Monitor auction office to ensure area is kept clear of items ready for storage.

### ***Data Entry***

- Maintain database and train volunteers
- Monitor item and donor entry
- Document control
- Provide weekly reports to Chairs
- Generates mailing labels for Correspondence
- Print Bid Sheets
- Coordinate printing of reservations for Check-In
- Coordinate equipment setup/clean up at event location
- Input bidder information during and after auction
- Generates auction result reports for Volunteer Party and archive
- Close out auction files of donor forms and archive

### ***Content***

- Work with Data Entry doing follow-up on incoming donor forms
- Process mailed donor information creating complete donor forms

### ***Booklet***

- Responsible for design of booklet (digital reproduction ready)
- Coordinate booklet cover preparation with Art Coordinator
- Coordinate advertisements for booklet and AV
- Coordinate content with Data Entry, Live, Silent, Select, and Baskets
- Coordinate AV preparation

### ***Hotel Staging and Clean Up***

- Coordinate with Truck and Driver for rental equipment and transportation of auction materials to and from auction
- Inventories school auction storage before and after event
- Coordinates volunteers for set up of hotel staging items (easels, lighting, etc.)
- Organizes volunteer food and refreshments for day of event
- Coordinates with Live, Art, Silent, and Select what needs to be returned to school
- Coordinates clean-up volunteers

### ***Decorations***

- Responsible for centerpieces and decorations
- Responsible for corporate table favors
- Responsible for head table champagne, chocolate, and favors

### ***Truck and Driver***

- Procure truck and driver for Friday night, Saturday, and Sunday morning for transportation of auction items and equipment to and from the school.
- Coordinate with Hotel Staging and Clean Up

**Raffle**

Coordinate volunteers for raffle – may involve 6<sup>th</sup> grade students  
Responsible for promotion of Raffle and ticket sales  
May involve student volunteers

**Live/Select**

Coordinate procurement of live auction items and review all incoming items for placement and bundling in live – Coordinate with other sections  
Coordinate with Data Entry and Booklet to provide item descriptions and numbering  
Coordinate Live set-up volunteers and create displays  
Coordinate with Hotel Staging for display requirements  
Attend Hotel/Location meetings and meet with auctioneers to discuss promotion of items  
Coordinate older youth workers and bid spotters auction night  
Coordinate closers  
Coordinate with Hotel Staging and Clean Up

**Reservations and Check In**

Responsible for tickets sales and seating arrangements  
Works closely with Corporate Table Coordinator  
Responsible for data entry of reservations and sales  
Responsible for mailing of tickets  
Coordinates complimentary seating with Chairs  
Provide weekly reports of sales to Chair  
Responsible for generation reports required for Check In  
Coordinate volunteers for night of auction Check In  
Responsible for follow up data entry associated with Check In  
Provides a ticket sale summary to Chairs for follow up meeting

**Corporate Table**

Responsible for Procurement of Corporate Tables  
Works closely with Reservations  
Responsible for delivery of booklets to corporate table buyers before auction  
Maintain accurate corporate contact list

**Check Out**

Coordinate volunteer for Check Out on the night of auction  
Procure equipment and supplies required  
Coordinate with Closers and Data Entry  
Reconcile payments on auction night  
Coordinate with Clean Up

***Item Disbursement***

Coordinate collection of purchased items for bidders after check out  
Coordinate Clean Up

***Financial***

Provides accounting function for auction – receivables and invoice payment  
record keeping  
Coordinate with PVO Treasurer/Board Finance Chairman  
Coordinate with Check Out to reconcile and provide final follow up reports

***Gift Certificates***

Coordinates with Content and Data Entry to produce Gift Certificates as required.