



Silent Auction Registration Desk

Organization: Festival of Trees – Information and Volunteer Centre for Strathcona County

Title: Silent Auction Registration Desk Host

Objectives: To assist patrons with registering for the silent auction of the decorated items. You will know everything there is to know about the Silent Auction by the end of your shift! The Silent Auction Centre is located in the hub of the Festival of Trees so it WILL be exciting!

Duties and Responsibilities:

Some of the tasks you will be required to do may include:

- Take registrations for those participating in the Silent Auction of decorated trees.
- Assist patrons with details regarding the silent auction.
- Maintain the database for the bidding process.
- Sunday volunteer shifts will be more busy and will include looking after the silent auction final bids etc.

Qualifications and Requirements: Position will be a mostly seated activity level. Basic computer skills required. Volunteer with a friend.

Age Requirements: Position relevant for High School aged teens and adults.

Orientation and Training: Orientation to the festival.

Commitment Required: 1 shift minimum during the festival.