

CHARITY GOLF CLASSIC | JUNE 6, 2022

Volunteer Job Descriptions

EVENT DATE: June 6, 2022
LOCATION: Medallion Club, 5000 Club Drive, Westerville, OH 43082

We are delighted to offer you the opportunity to volunteer during our annual Charity Golf Classic. Volunteers are needed for the day of the event to help make this fundraising event a success. Please review the following brief descriptions of the positions that are available. (More details of your assignment will be provided before the event.)

- ◆ **Golfer Registration:** The volunteers in this area are the first people our golfers meet. After greeting the golfer, you will find their name in the computer database and check them in, then swipe their credit card so it is on file for future purchases throughout the day. You must be comfortable using a laptop computer in this role.
 - ◇ Need: 6 volunteers
 - ◇ Shift: 8:30 am—11:00 am
- ◆ **Beat the Pro Seller:** Golfers will have a chance to see if they can hit their tee shot farther than one of our pros. You will sell Beat the Pro tickets to golf teams and encourage them to participate in this contest.
 - ◇ Need: 3 volunteers
 - ◇ Shift: 8:30 am—11 am
- ◆ **Beat the Pro Observer:** You will be on the course at the holes where the Pros are stationed. You will monitor teams of golfers who will try to compete with the Pro to see who has the longer shot. You will observe where the Pro hits her tee shot and then where the golfers hit their shots and let the players know whose shot was the longest.
 - ◇ Needed: 6 volunteers (3 for each shift)
 - ◇ Shifts: 10:30 am—1:30 pm OR 1:30 pm—5:00 pm
- ◆ **Gift Card Tree:** We will have a decorative tree with multiple envelopes on it, each containing a gift card valued at \$20 or more. You will encourage golfers to purchase one of the envelopes to get a gift card.
 - ◇ Needed: 2 volunteers
 - ◇ Shifts: 8:30 am—11 am OR 4 pm—5:30 pm
- ◆ **Pick and Play Seller:** Golfers can draw a token from a container that will give them the opportunity to move to a better tee position on one of the par 5 holes. You will encourage golfers to buy Pick and Play tokens.
 - ◇ Needed: 3 volunteers
 - ◇ Shift: 8:30 am—11 am
- ◆ **Pink Ball Seller:** Golfers can participate in a 50/50 raffle by using a pink golf ball once on each hole throughout their 18 holes. You will encourage teams to buy a pink ball for their team.
 - ◇ Need: 2 volunteers
 - ◇ Shift: 8:30 am—11 am
- ◆ **Mulligan Seller:** Every golfer needs a Mulligan! You will encourage golfers to purchase a Mulligan ticket that entitles them to one “do-over.”
 - ◇ Need: 2 volunteers
 - ◇ Shift: 8:30 am—11 am
- ◆ **Raffle Ticket Seller:** Volunteers will be stationed at the raffle table to explain the packages to the golfers. You will sell tickets to golfers for a chance to win one of the raffle prizes.
 - ◇ Need: 3 volunteers
 - ◇ Shift: 8:30 am—11 am OR 4 pm—7 pm

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- ◆ **Premium Gift Attendant:** A premium Adidas golf shirt will be given to each golfer. You will find the correct size and give the golfer his/her shirt. If the correct size is not available, you will complete an order form for the golfer so we can order a shirt after the outing.
 - ◇ **Need:** 3 volunteers
 - ◇ **Shirt:** 8:30 am—11 am
- ◆ **Floater:** We always have last minute needs! If you are flexible as to what you do, please sign up to be a floater. We will let you know right before the outing where you will be assigned.
 - ◇ **Need:** 5 volunteers
 - ◇ **Shift:** 8:30 am—11 am OR 4 pm—7 pm
- ◆ **Auction and Ballroom Set-Up:** We will need help with moving auction items from outside into the ballroom, and also with setting up centerpieces on the dinner tables.
 - ◇ **Need:** 1 volunteer
 - ◇ **Shift:** 1 pm—3 pm
- ◆ **Auction Attendee:** You will talk to the golfers during the dinner and encourage them to bid on the auction items. You also will help them if they have any questions about how to use the online bidding site.
 - ◇ **Need:** 2 volunteers
 - ◇ **Shift:** 4 pm—7 pm
- ◆ **Tear Down:** At the end of the dinner presentation, you will help staff pack up all materials and auction items and load them into their cars to be taken back to the Cancer Support Community office.
 - ◇ **Need:** 2 volunteers
 - ◇ **Shift:** 6 pm—8 pm

Important Volunteer Information:

- ◆ **Assignments:** Please let us know which volunteer role you prefer and provide a “first choice” and a “second choice.” We will fill positions on a first come first serve basis. NOTE: We require all volunteers to arrive at least fifteen minutes before the start of their shift.
- ◆ **Multiple assignments:** If you are able to sign up for multiple assignments, please let us know.
- ◆ **Contact information:** We will need to have full names, email addresses, and cell phone numbers of each volunteer.
- ◆ **Training:** We will hold training sessions for ALL volunteers. You will be notified of the dates and times later in May.
- ◆ **Apparel at the event:** Most of the volunteer roles will be outside, so please dress in layers and wear comfortable shoes. (If the weather is bad, we will move inside.) Volunteers also will receive a blue volunteer t-shirt to put on during your shift.
- ◆ **Lunch and dinner:** If your shift ends around 11 am, you will receive a boxed lunch. If you are scheduled to work late in the afternoon or during the evening program, you will receive dinner.

Please contact Melissa Richardson at mrichardson@cancersupportohio.org or 614-884-4673, to let her know if you can volunteer.

Thank you for volunteering!