



## Volunteer Job Descriptions

Friday, September 16, 2022 | Hollywood Casino Columbus | 5:30 PM - 11 PM

When submitting your volunteer requests, please include your top 3-5 job preferences

### Greeters

- The main job of a greeter is to make guests feel welcomed, informed, and appreciated. They will provide directions for guests as they come into the event area, give them an event program, and answer event-related questions.
- Three volunteers will be stationed in front of the registration table to keep the area clear and moving functionally.
- **Requirements:** Comfortable being on your feet for an extended period of time and directing large groups of guests.

### Station Attendants

- **Coffee Station** attendants will assist the casino staff in pouring our Grounds for Hope coffee. (Our branded coffee, provided by Crimson Cup)
- **Wine/Chocolate** attendants will talk about our cause, marketing wine and chocolate cards. If you love wine and chocolate, this is the position for you! (Cheat sheets will be created and sitting on the table for them to review.)
- **Goodie Bag** attendants will assist with setting up the goodie bag display and handing out bags as guests leave. **This position involves moving boxes of goodie bags that can weigh up to 15lbs.**
- **Photo Station** attendants will assist the photographer with keeping track of guest names as well as helping them with anything they may need.
- **Requirements for all station attendants:** Comfortable being on your feet for an extended period and directing large groups of guests.

## Check Out Cashiers

- Check out cashiers will enter auction sales electronically, check out guests after Night of Chocolate has concluded, verify and process purchases made throughout the evening and provide instructions on how to pick up purchased auction items.
- **Requirements:** Comfortable using Windows computer systems.

## Check Out Runners

- Check out runners will assist check-out cashiers (above) at the end of the night. They will retrieve the packages in the volunteer check-in area and bring it to the winning guest.
- **Requirements:** Lots of walking and some lifting of heavy objects up to 30lbs.

## Silent Auction Assistants

- Silent Auction assistants will ensure the silent auction runs smoothly. They will maintain the silent auction item displays, answering questions guests have about the silent auction, and transporting auction items from their display location to the check-out location when the silent auction is closed at 9:30 PM
- **Requirements:** Ability to move quickly across a ballroom of up to 500 people.

## Live Auction Spotter

- Live Auction spotters are responsible for identifying and recording winning bidder numbers and bid amounts.
- Spotters must approach the winning bidder and ask for name and bid number as well as initialing the bid sheet before giving to the runner.
- **Requirements:** The ballroom is dim at this time, therefore being comfortable in dim conditions is necessary.

## Live Auction Runner

- Live auction runners will be responsible for taking the winning bid sheet from the Live Auction Spotters to the check-out area so they can be entered into our system.

## Raffle Ticket Seller

- Raffle ticket sellers will mingle with the crowd of guests, promoting our fantastic raffle prizes and encouraging them to purchase tickets.
- Raffle tickets are 5 for \$100 or 1 for \$25
- Sellers will be paired. They are to give one chocolate bar to each purchaser, fill out the raffle ticket with purchaser info, and bring back to check-out where they will be entered.

## Tear Down Assistant

- The tear down assistants will help pack and load boxes, tear down the silent and live auction areas, etc., and assist staff to make sure all materials and supplies are packed and loaded in to cars or stored for pick-up later.

We are continuously grateful everyone's involvement in every single aspect of our organization. Without the help of volunteers, the mission at Cancer Support Community would not be possible. If you would like to volunteer, please reach out to:

Melissa Richardson at [mrichardson@cancersupportohio.org](mailto:mrichardson@cancersupportohio.org) or call [614-884-4673](tel:614-884-4673)