



Dad and Daughter Gala 2018

~ *The Places you'll Go* ~

Saturday, October 27, 2018

Volunteer Role Description

Silent Auction Team Member

Position: Kids Cancer Care is looking for positive, hardworking and self-motivated volunteers to play an important role in recruiting and managing silent auction items for the Dad and Daughter gala.

Reporting: Reports directly to Kids Cancer Care Development Associates and works in conjunction with other team members.

Time Requirement:

- Approximately three months (beginning of August – end of October).
- Team Members are required to attend team meetings. The first meeting will occur on July 26th, 2018 at 5:30 pm, the second meeting in August and the final packaging of items at the start of October. Each meeting will last approximately one hour and will occur based on team members' schedules.
- The recruitment of items will occur between the months of August to October.
- Workload typically increases 2 weeks prior to the event.
- Committee members also have the option to participate in setting up the auction prior to the event or assisting with the auction during the event.

Duties and Responsibilities:

- Attend scheduled silent auction team meetings
- Responsible for assisting with the acquisition of silent and live auction items
 - We encourage each auction team members to recruit at least five-ten items
- Work with the team to find new donors
- Assisting with follow up phone calls
- Maintain open communication with the team and Development Associate
- Assisting with pick ups of auction items
- Option to set up silent auction on event day or assisting during the event

Qualifications/Skills:

- Strong interpersonal skills and an enthusiastic attitude
- Creative and enjoys putting their own touch on items
- Well organized individual
- Independent and motivated
- Able to maintain open communication with Kids Cancer Care staff and partners
- Willing to make requests from community contacts

Dad and Daughter Gala – The Places You'll Go

- Saturday, October 27, 2018 at the BMO Centre on the Stampede Grounds
- Proceeds from the gala go towards supporting youth and their families affected by cancer
- Event has historically sold out within minutes of going on sale and will feature 860 guests.
- For more information or to join please contact auction lead Kimberly McNulty, kmcnulty@kidscancercare.ab.ca or 587 391 0072