

# **VOLUNTER JOB DESCRIPTIONS**

## **GOLF TOURNAMENT**

### **PRE-EVENT VOLUNTEER NEEDS (two weeks before, lots of people):**

- Need volunteers here last two weeks before tournament from 9-5 each business day to help work on:
  - All volunteers will attend appropriate training for their tasks before hand
  - Need volunteers to go to shopping areas asking for auction items soon
  - Collateral
  - Decorations
  - thank you recognition
  - Programs
  - Packets
  - Creating day of event map
  - Goodie bags
  - Marking, storing, cataloging auction items
  - Packing “volunteer survival kits/ thanks you’s”
  - Packing the boxes
  - Bringing the auction items over to the golf course
  - Bringing signs, boxes and all other things to golf tournament
  - Volunteers with large vehicles (van’s are best) for Tuesday before event
  - At least four people transporting
  - Plan on staying until 10 pm on Tuesday

### **VOLUNTEER COORDINATORS (2-3 volunteers): Done**

- Oversee shift schedule for volunteers
- Transporting volunteers
- Filling in where needed
- Ability to re-organize on the spot

### **PHOTOGRAPHER (2 people- 1 photographer and one assistant): Done**

- Take pictures of every foursome
- Get name of each foursome and keep the list organized
- Upload pictures to flicker and create power point presentation of photos
- Get good candid’s of golfers

**REGISTRATION (2 volunteers):**

- Check people in as they come to register
- Sell them on packages and other extras (customer service experience)
- Wall of wine receivers (2 volunteers) and organizers- get the descriptions from people about the wine and why it is being donated

**PUTTING CONTEST (always 2 people there):**

- Organize and oversee the putting contest

**AUCTION SET UP (3-4 volunteers):**

- Remove items from boxes and place on auction tables
- Prepare a bid sheet for each item that includes name, minimum bid and minimum raise
- Place a pen with each bid sheet

**AUCTION SPOTTERS FOR LIVE AUCTION (8-10 people):**

- Room will be divided into sections for each spotter
- When a bid is made in your section, make sure the auctioneer is aware of bid (raise your hand near the bidder in order to get the auctioneer's attention)
- If your bidder wins, record his/her name on a bid sheet labeled with the winning item and bid.
- Give the bid sheet to the check out people.

**HOLE AMBASSADORS (2 per hole needed at all times in shifts):**

- Read the hole contest rules for the contest that you are judging (available at registration and on hole)
- For the longest drive and closest to hole contest, measure the distances of golfers with drives that appear to be competitive and record the golfer's name
- Give the names of the winners to Justin at the end of the tournament

**ON THE COURSE (2-4 people at all times):**

- Handing out cold towels
- Distributing water and snacks to golfers
- Selling can raffles tickets and other extras
- Get our stuff back at the end of the day from all the golf carts

**CLEAN UP (lots of people):**

- 8-10pm shift
- Auction table
- Signage
- Decorations
- Marketing material
- Boxes and bins and towels
- Need people with vehicles for this (vans are preferable)

For more information about volunteer opportunities or to sign up to volunteer for this great event, please contact [associate@childrensafetycenters.org](mailto:associate@childrensafetycenters.org).