



## **El Centro de la Raza 35<sup>th</sup> Anniversary Volunteer Job Descriptions**

### **BEFORE THE EVENT**

#### **Phone Banking Coordinators:**

Volunteers will call restaurant vendors, table captains and attendees reminding them about the event and their commitment at the event. Person will use a script designed specifically for calling each group. Will need to be comfortable using the phone in a professional, respectful, and courteous manner.

#### **Mailing Coordinators:**

Volunteers will help with mailing Save-the-Date Cards, Formal Invitations, and Newsletters. Mailings will take place at El Centro. This is a fun social activity to involve friends and family, children welcomed.

#### **Gift Bag Preparation Coordinators:**

Volunteers will help stuff gift bags with promotional materials from sponsors.

#### **Packet Preparation Coordinators:**

Volunteers will help prepare bidding packets for the event.

### **AT THE EVENT**

#### **Set-up Coordinators:**

Volunteers will help unload flower arrangements and place flower centerpieces on each table, hang banners, distribute gift bags to each table, place signs on each table, and assist with other decoration needs.

#### **Greeters:**

Volunteers will help greet guests as they arrive and direct guests to registration. Parent and child teams encouraged.

#### **Registration Table Coordinators:**

Volunteers will help check-in and register guests at the event. Registration includes checking in prepaid guests, registering unpaid guests, and giving guests an event packet. Basic computer knowledge required.

**Ushers:**

Volunteers will greet and direct guests to their tables.

**Recorders:**

Volunteers will help record bid numbers and bids made during frenzies, one small live auction, and a raise the paddle activity.

**Spotters:**

Volunteers help locate winning bidders during frenzies, one small live auction, and a raise the paddle activity and will be partnered with a Recorder.

**Runners:**

Volunteers will take bid information to winning bidders, explain how they can retrieve and pay for their prize, and report winning bid information to Auction Table Coordinator.

**Auction Table Coordinators:**

Volunteers will monitor the auction table to collect bid information from recorders, spotters and runners to record frenzy winners, the live auction winners, and raise the paddle donors to enter information into a database and oversee volunteers during high volume checkout time.

**Merchandise Coordinators:**

Volunteers will coordinate staffing of the merchandise table.

**Clean-up Coordinators:**

Volunteers will help take down, pack and load banners, registration materials, and decorations after the event. Must be willing to stay as late as 11PM.

**End of Event Greeters:**

Volunteers will thank guests for attending the event and pass out information about El Centro de la Raza as guests leave.

*The event will be held at the Washington State Convention and Trade Center in Seattle on Saturday, October 13, 2007. For more information, please contact Cordelia at [events@elcentrodelaraza.org](mailto:events@elcentrodelaraza.org) or (206) 957-4652.*