



rising for domestic peace

Auction Committee/Support Volunteer Description

Position Summary:

Each October DAWN hosts our annual benefit auction which brings together loyal DAWN donors and new friends to support our survivor-centered services and community building efforts. Auction Committee Volunteers are important in making this event possible through ongoing planning event logistics, securing auction items and speakers, and more. Auction Support Volunteers are essential in making sure the event runs smoothly start to finish.

Duties and Responsibilities:

Auction Committee Volunteer

- Attend monthly committee meetings and help with planning logistics of event
- Engage in procurement for auction items and donations
- Work on a team to complete tasks for event and increase hours 2 weeks prior to event

Auction Support Volunteer

- Assist on the day-of event and report to auction committee to assist where needed
- Tasks may include set-up/tear-down, greeting, check-in, and more as determined by committee

Time Commitment:

Auction Committee volunteers must commit to monthly meetings 7-10 months before the event and 10-15 hours during the 2-weeks leading up to the event.

Auction support volunteers attend event preparation meetings as needed or day-of for support.

Requirements:

- Must complete a volunteer application and interview
- Must pass a background check

Qualifications/skills:

- Interest in event planning and organization
- Reliable and takes initiative
- Creative
- Ability to work independently and within a group

Benefits to the Volunteer:

- Work as part of team to help with one of our biggest events that supports our survivors
- Gain experience in event planning

Reports to: Development Director and Auction Committee Volunteer Coordinator

Domestic Abuse Women's Network

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