



### **Volunteer Role Posting: Garage Sale Event Coordinator**

This role will provide point leadership for our Giant Community Garage Sale held at the Oakville Town Hall parking lot on May 27<sup>th</sup> 2017. This is a fundraising event for Oakvillegreen that also promotes zero waste and community engagement.

This Garage Sale Event Coordinator would partner with the Garage Sale Booking Coordinator who carries the online administration behind the scenes leading up to the event. On event day, this role will be supported by staff, the previous Garage Sale Event Coordinator (retiring from the role after 7 years), and approximately 8 more volunteers. We are looking for an organized, energetic, and patient volunteer with good customer service and leadership skills to take on the role of coordinating the on-site support for the approximately 60 vendors, which participate in the sale. This is our 12<sup>th</sup> year of this successful and fun community event and we hope to find a coordinator willing to take on the role for future years.

<b>Position Title</b>	<b>Garage Sale Event Coordinator</b>
Garage Sale Preparation:	April – May 2017
Hours Required:	<ul style="list-style-type: none"> <li>Garage Sale Orientation meeting with Bookings volunteer &amp; previous Event Coordinator: Approx 2 hours</li> <li>Approx 1 hour per week during April-May 13.</li> <li>Final countdown preparation May 14-26: Approx 5 hours total in coordination with bookings volunteer and previous Event Coordinator.</li> <li>Event Day Coordination: May 27<sup>th</sup> 5:45am-2pm</li> </ul>
Reports to:	Previous Garage Sale Event Coordinator
Key Tasks	<ul style="list-style-type: none"> <li>Track with relevant emails between the Garage Sale Leadership Team (previous Event Coordinator &amp; Bookings Coordinator).</li> <li>Participate in organizing vendor parking lot map during a preparation meeting with the Garage Sale Leadership Team during the two weeks leading up to the event.</li> <li>Be the point leadership role for managing the Garage sale on Event Day. This includes managing the coordination, logistics, and communication with vendors, volunteers, the public and Town Hall staff on Event Day.</li> <li>Troubleshoot issues that arise on the event day.</li> </ul>
Training	<ul style="list-style-type: none"> <li>You will be trained and supported by our previous Garage Sale Event Coordinator and Bookings Coordinator.</li> <li>All forms, correspondence materials and previous years' documented workflow are provided.</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>Feel great about using your talents to make a meaningful contribution to a high impact local non-profit that planted 2,000 trees in Oakville last year as well as educated and engaged 9,000 students through environmental programs!</li> </ul>

	<ul style="list-style-type: none"> <li>• Gain event planning and leadership skills</li> <li>• Work with a great group of supportive people</li> </ul>
<p>We are looking for someone with:</p>	<ul style="list-style-type: none"> <li>• Good communication and organizational skills</li> <li>• Good customer service skills</li> <li>• Patience</li> <li>• Google Docs/Sheets/Forms familiarity or willingness to learn</li> <li>• An openness to consider continuing this role for future years (Future year’s commitment would also involve approx. 3 hours in January to secure venue permit and booking the yearly food vendors and entertainment. In Feb-March there would be some limited email coordination with the Bookings Volunteer to begin the promotion process from Feb-March.)</li> </ul>

Please send an email to [ed@oakvillegreen.org](mailto:ed@oakvillegreen.org) by Monday, March 27<sup>th</sup> with a note letting us know about your qualifications and why you are interested in this volunteer position. Please contact us if you have any questions about the role!