



## **Hope Floats 2009 Job Description**

### **SILENT AUCTION ATTENDANT**

#### ***Mission Statement***

*It is the mission of Hope Floats to act as a responsible business role model and inspire our community to join in supporting the needs of Josephine County citizens through mindful giving that creates opportunities for multiple non-profit organizations and community improvements.*

#### **Job Description:**

Stand attendance at the silent auction tables to greet, answer questions and provide security  
Assist in auction setup and clean-up  
Package and prepare items at close of event

#### **Physical Requirements:**

Be able to stand for a long period of time  
Lift up to 30 #'s

#### **Training**

Requires one trip to the OK Corral for Orientation  
Product Knowledge: Requires review and study of auction items on display.

#### **Requirements, Skill and Abilities:**

Excellent interpersonal and communication skills  
Ability to project a positive, professional image at all times  
Ability to work in a fast paced environment  
Ability to take instruction and carry out tasks quickly

#### **Total Time Commitment:**

9 hours

**Attire:** Professional