



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

AUCTION VOLUNTEER COORDINATOR

Job Summary: Under the direction of the Director of Events, the Auction Volunteer Coordinator is responsible for assisting in the planning and execution of the auction including recruiting, training and organizing adult and student volunteers. This position is an important member of the auction team whose principal responsibility is ensuring a successful auction, our premier social evening, and largest fundraising event.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures: Submit cover letter, resume, and a completed non-teaching application form (located on this website) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: \$18.00 per hour

Reports to: Director of Events

Employment Category: Part-time, Non-exempt

Work Schedule: Variable part-time August to December, with concentration of hours October through the end of November: August thru mid-October – 15 hours weekly with hours

increasing to 20 hours per week the last two weeks of October; early November – 40+ hours the week of Auction (November 4, 2023). The weeks following the auction will be 20 hours weekly until the auction process comes to completion.

Duties and Performance Responsibilities:

1. Recruit, support, train, and supervise student and adult volunteers leading up to, the night of, and the week following auction.
2. Assist with auction item staging and package pick up.
3. Communicate with parents and school community about the auction.
4. Secure tuxedo's for Student Senate Officers and determine uniform for additional student volunteers.
5. Attend gift giving parties, Mothers' and Dads' Club meetings, mini class night and other events to recruit volunteers and promote the auction.
6. Determine and organize volunteer supplies
7. Assist in creation of institutional memory; that is, keeping track of what is working or not) for the benefit of next year's event.
8. With the Director of Events, coordinate the auction volunteer thank you dinner.
9. Assist with or perform additional tasks such as mailings and general office work to support the event.
10. Other duties and responsibilities as assigned.

Qualifications and Experience:

1. High School diploma or equivalent required. Associate's Degree preferred, or a combination of education and experience.
2. Excellent written and verbal communications skills.
3. Prior auction experience.
4. Experience with online bidding software preferred but not mandatory.
5. Experience in supervising others with favorable results. Able to delegate tasks efficiently and with ease (e.g., during set-up and break down of the auction event).

Other Skills and Abilities:

1. Comfortable asking for donations of goods and services or monetary donations to benefit our cause.
2. Personable and able to circulate and socialize with others, with a strong commitment to community.
3. Outgoing personality - enjoys meeting, greeting, and networking with people.
4. Positive attitude to help inspire and motivate others.
5. Trustworthiness and ability to maintain confidentiality.
6. Willingness to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the mission of the school.
7. Able to work a flexible schedule, including evenings and some weekends.

8. Detail and goal oriented, creative, organized and good manager of time.
9. A team player who can work effectively and cooperatively with other auction team members and volunteers.
10. Self-motivated and driven, requiring minimal supervision.

Physical Working Conditions:

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.