

Literacy Green Bay Community Auctions Volunteer

Literacy Green Bay is looking for a volunteer to help with a new fundraising activity. This is the perfect volunteer opportunity for someone who has a desire to help advance the mission of adult literacy but for whom tutoring isn't necessarily the right fit. Literacy Green Bay has been chosen as the benefactor of a program called Community Auctions. Through this program, a Literacy Green Bay volunteer provides a little bit of labor and in return Literacy Green Bay receives funds to support our operations. We are looking for one or two volunteers to work together to perform the following tasks:

- Take down and set up display tables of framed photographs at three participating area businesses (within 30 miles of Green Bay) every six weeks
- Every week within those six weeks, go to the participating businesses to "refresh" the table with new "bid sheets", ensure the table is neat and tidy, and restock any needed materials (pens, brochures, etc.)
- Enter the information from the bid sheets into the Community Auction website weekly

It is estimated that the table display take down and set up will take approximately two hours once every six weeks. The weekly table refreshes will take approximately 10 minutes (plus travel time). Entering information into the website will take 10 minutes or less.

Volunteer must have a valid driver's license, reliable transportation and an ability to commit to performing the above tasks on a consistent schedule.

Please contact Literacy Green Bay's Executive Director, Robyn Hallet for more information or to express interest in helping in this exciting new fundraiser for Literacy Green Bay!

Email: rhallet@literacygreenbay.org or phone: 920-435-2474 ext 103