



GIFT SQUAD

Volunteer Role Date Range: February 1st to March 17, 2019

Hours Required: Minimum 6 hours

Reporting to: Volunteer Coordinator

Location: Various

Gift squad volunteers will be responsible for acquiring gifts for artists and volunteers by soliciting businesses for product donations. You may be the first contact a person/business has had with the Festival making you our ambassador!

Gift squad volunteers need to be familiar with the festival in order to give brief descriptions of what we do and why donating is of value. Always be charming and positive, even if the person/business you are calling says "no". Always invite them to come to the festival regardless of whether they are able to provide a donation or not. Donors will be recognized for their donation on our website and/or publications in appropriate areas. Note that a donor's name will be listed, but NOT their logo. FAO will not provide tickets to shows.

The Duties/Responsibilities of this position include:

- Solicit and collect donations from individuals and businesses for volunteer gifts and artist kits.
- Keep track of information on who you have contacted, including:
 - o Name of person you spoke with
 - o Business name
 - o Address of business
 - o Phone number
 - o Email address
 - o If the business is not interested in donating, record this.
 - o If the business is interested in donating, record:
 - Item(s) donated
 - The approximate value of the donation
 - Pick up date and location of the donated item
- Pass along all of the above information to the volunteer coordinator.
- Confirm that the donor is acknowledged on the website and/or in print.
- Coordinate thank you card signing with festival staff and ensure delivery of the card to donors.

Skills required:

- Outgoing personality
- Organizational skills
- Job task planning
- Excellent oral and written communication
- Problem solving/critical thinking
- The ability to work both independently and as part of a team