

# Keys To Freedom Auction Coordinator

## ROLE INFORMATION

**POSITION TYPE:**  Volunteer    Full Time    Part Time  
**TEAM:** Keys To Freedom  
**SUPERVISOR:** Keys To Freedom Coordinator  
**TIME COMMITMENT:** 3-5 hours per week, time will vary as the event nears  
**IN-OFFICE/REMOTE:**  In-Office    Remote

## RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

## GENERAL ROLE DESCRIPTION

Assist Keys To Freedom Coordinator by overseeing the logistics of the Auction, work with other Keys To Freedom team members, and take the lead of specific tasks. This is a temporary position that runs June 2022 through November 11, 2022 ( 1 week after the Key To Freedom event)

## RESPONSIBILITIES

- Assist team in securing items to be donated for auction
- Write descriptions of auction items to be uploaded to website. (Tech Team member will upload)
- Take photos / have photos taken of auction items to be uploaded to website
- Able to work the day/ evening of the Keys To Freedom event to set up auction table(s)
- Work with Finance team to ensure proper donor information is gathered for tax purposes
- Work with Communications team so photos can be shared on social media
- Be willing to be trained on tasks specific to the Auction
- Assist with post-auction tasks such as reconciling auction items that have been won from those that have not; ensuring payments have been made

## QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app (Slack)
- Comfortable directing other volunteers, if needed
- Organized and detail oriented
- Familiar with Google Sheets and Google Docs/ willing to learn

- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual