

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Auction Volunteer Coordinator

Position Summary

Portsmouth Christian Academy (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a seventy-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Auction Volunteer Coordinator supports the Auction Department year-round by planning and executing a successful annual auction through recruiting, organizing, training, communicating with, and overseeing the volunteers who make the event possible.

This position serves as the primary point of contact for auction volunteers and ensures volunteers are appropriately recruited, assigned, prepared, supported, and appreciated. The Coordinator works closely with the Auction Manager and Auction Assistant year-round to anticipate volunteer needs, develop and maintain volunteer resources, and ensure all volunteer responsibilities are effectively coordinated.

While the position has year-round responsibilities, the Coordinator's level of activity increases as the annual auction approaches, with significant responsibility during Auction Week and on Auction Day.

To apply for this position, please complete a staff/administrator application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org