



# Tree Delivery Route Chair

(Auction Department)

The Georgia Festival of Trees is seeking an enthusiastic and organized Tree Delivery Route Chair to join our dynamic Auction Team. This crucial position deals with the post-auction deliveries of trees to our generous supporters.

The ideal candidate will be instrumental in ensuring that the magic of the festival reaches the homes of our patrons smoothly and efficiently during a time of high logistical demand.

## Key Responsibilities:

- **Delivery Coordination:** Working with a volunteer team, reach out to auction winners to confirm delivery details and ensure correct addresses are provided.
- **Route Planning:** Utilize mapping software to design optimal delivery routes for maximum efficiency.
- **Team Collaboration:** Work closely with the Executive Team and delivery truck sponsor companies to assign appropriately equipped trucks and staff for special delivery needs.
- **Monitoring Operations:** Keep track of deliveries in real-time, making necessary adjustments and updates.
- **Issue Escalation:** Promptly escalate any customer service issues or concerns to the Executive Team.
- **Problem-Solving:** Proactively troubleshoot and resolve concerns that occur on delivery day.

## Qualifications & Skills:

- **Availability:** Able to commit to working from Sat., November 30 through Mon., December 2.
- **Organizational Skills:** Demonstrated ability to manage and prioritize multiple tasks.
- **Technical Proficiency:** Comfortable working with basic routing software and proficient in Microsoft Office.
- **Professional Communication:** Excellent verbal and written communication skills to interact professionally with team members and customers.
- **Team Player:** Ability to work harmoniously with different teams, volunteers, and staff.
- **Decision Making:** Capable of making swift decisions to address logistical challenges.

## Application Process:

Interested candidates are encouraged to reach out to us at [volunteers@gafestivaloftrees.org](mailto:volunteers@gafestivaloftrees.org) to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



## Festival Schedule:

**WEDNESDAY, NOV 20 - FRIDAY, NOV 22:**

- SET-UP/DECORATING DAYS

**FRIDAY, NOV 22:**

- FIRST NIGHT CELEBRATION GALA

**SATURDAY, NOV 23 - SUNDAY, DEC 1:**

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

**SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:**

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

