

INTERFAITH VOLUNTEER CAREGIVERS

Pen Pal Volunteer Role Description

Purpose: The Pen Pal volunteer would provide a personal letter to a care receiver. Letters may include friendly conversation, stories, etc.

Role Description: The Pen Pal Volunteer will:

- Communicate with the Volunteer Services Coordinator on beginning requests, changes in contact information, and any questions.
- Provide the service when available and after commitment is made.
- Volunteer shall track hours and mileage and turn in a monthly tracking sheet (provided by Interfaith Office) reporting to the Volunteer Services Coordinator.

Qualifications:

- A belief in the shared values of a personal commitment to care and service, the dignity and worth of every person, and the capacity of volunteer care giving to invigorate the life of a community.
- Volunteer must complete application process, which includes volunteer application, background check, and training/orientation.
- Volunteer must utilize his/her own vehicle.

Application: Volunteer must complete a volunteer application and be screened through a criminal background check.

Training/Orientation: Orientation provided by the Interfaith office. This will require a 1 hour time commitment.

Time Commitment: Varies according to the volunteer's schedule. Services can range from providing a letter twice a week to once every couple months. A single letter may range from 15 minutes to a few hours.

Contact: Ginny Sojka, Interfaith Volunteer Coordinator
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