



**Little Brothers-Friends of the Elderly
Pen Friend
Volunteer Job Description**

Position: Pen Friend Volunteer
Reports To: Assistant Director for Social Programs

Position Objective:

A Pen Friend writes letters and greeting cards to elders to help alleviate loneliness, and help the elder feel connected and part of the broader community.

Duties and Responsibilities:

Attend LBFE orientation and basic training session (One and a half hours)
Complete application form, background check
Sign a statement of confidentiality
Mail letters and greeting cards through the U.S. Postal Service
Write to elder about current events, everyday happenings, hobbies, interests, holidays, poems or stories, etc., and potentially receive responses from some elders
2-3 correspondences per month per companion elder
May be matched with 1 to 3 elders, depending on need and interest
Make a minimum 1 (one) year commitment

Qualifications:

Strong reading and writing skills
Able to alphabetize
Has good penmanship
Enjoys creative writing
Comprehends oral and written language (English and/or Spanish preferred)
Reliable and self-motivated
Interacts well with older population
Good reader/listener

Time Commitment:

One and a half hours for orientation and basic training at LBFE
Two hours per month per companion elder

Training Required:

General orientation and basic training
Ongoing support as needed from LBFE staff and supervisor

Benefits:

Gain experience and knowledge in the field of aging
Develop new friendships and share new experiences

Volunteer _____ Date _____
(signature)

Parent (If volunteer under 18) _____ Date _____
(signature)

Supervisor _____ Date _____
(signature)