



Pen Friend Position Description

JOB TITLE: Pen Friend Volunteer
REPORTS TO: Director of Programs
HOURS: 2-3 hours per month

Position Summary:

A Pen Friend writes letters and greeting cards to older adults to help alleviate loneliness, and help that person feel connected and part of the broader community.

Duties and Responsibilities:

- 1) Complete application process.
- 2) Attend volunteer orientation / basic training session.
- 3) Sign a statement of confidentiality and keep information about the older adult(s) you serve confidential.
- 4) Mail letters and greeting cards through the U.S. Postal Service.
- 5) Write to pen friend about current events, their hobbies, your interests, family, etc. and be open to receiving responses.
- 6) 2-3 correspondences per month per pen friend.
- 7) May be matched with 1 to 3 older adults, depending on need and interest.
- 8) Make a minimum 3 (three) month commitment.

Minimum Qualifications:

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

Benefits:

Volunteers often find gratification from relieving the isolation of an older person. They gain experience in the field of aging services and they develop new friendships and share new experiences. Training and workshops related to issues on aging are also available.

Signatures:

Volunteer: _____ Date: _____

Parent (If volunteer under 18) _____ Date: _____

Program Director: _____ Date: _____