

## Volunteer Job Description Pen Pals

### **Purpose:**

To be paired with an elementary student for monthly correspondence to foster positive connections. The program helps students practice and sharpen reading and writing skills and build positive relationships with their assigned volunteers.

### **Duties:**

- Correspond, through the mail, with an assigned Pen Pal on a monthly basis
- Attend the Pen Pal reception, at the end of the school year, to meet in-person
- Must commit to be a Pen Pal for the school year

### **Qualifications:**

- Interest in the growth and development of elementary students
- Good writing and communication skills
- Good 'listening' skills and patience
- Honest and reliable
- Must pass a National Sex Offender Registry background check

### **Process:**

Upon completion of background check, Pen Pal volunteers will receive information about their assigned student (grade and school) and an Information Sheet with helpful tips and ideas. United Way staff will provide support and information, as needed, for Pen Pall volunteers

### **Benefits:**

- Encourage the child to express themselves and their experiences using the written word
- Provide consistent support for children's literacy
- Develop positive relationship with a student
- Can be done from anywhere