

Make-A-Wish® Philadelphia & Susquehanna Valley Volunteer Job Description

Job Title: Wish Granter

Supervisors:

SCOPE OF THE JOB

Work constructively as a part of the “wish team” – which includes a partner, team leader, and staff – to provide a unique, quality experience for the wish child and family.

KEY RESPONSIBILITIES

- Partner with the wish team to create a quality wish
- Meet with the child to determine the essence, the heart, and the "why" of the child's wish
- Maintain regular contact with the wish family throughout the wish process
- Maintain regular contact with wish coordinator and partner about the wish status
- Complete and submit paperwork in a timely manner
- Solicit in-kind donations
- Send thank you notes
- Maintain compliance with national and local policies and guidelines
- Act as an ambassador for the Foundation in all MAW volunteer work
- Maintain a positive working relationship with wish family, fellow volunteers, staff, and donors

QUALIFICATIONS

- Need to be willing and able to travel up to 2 hours to complete a wish
- Strong communication skills
- Detail-oriented
- Initiative & responsive
- Creative & resourceful
- Sense of humor

TIME COMMITMENT

20-40 hours annually **or at least 2 to 3 wishes annually for a 2 year commitment**

TRAINING

Volunteers are required to complete a wish granting training session and a “first wish” experience. Sessions are offered regularly throughout the year. Wish granters are provided with all forms, policies and procedures as well as any training updates as necessary.