

Make-A-Wish® Toronto & Central Ontario Job Descriptions



Wish Granting

These volunteers work directly with the children and their families to make wishes come true. This volunteer is matched This position requires dedication, flexibility, responsibility, compassion, creativity, imagination and excellent communication skills. Wish Grantors must be mature and have reliable transportation. A special training session and a criminal background check are necessary to become a Wish Grantor. Volunteers will be asked to complete one continuing education seminar per year. Background checks must be updated every two years.

Special Events

Each year the MAWFT&CO holds special events in the community. Whether it is a golf tournament, gala or a scavenger hunt, we need volunteers to help make the event safe and enjoyable. Specific days of the week, hours and location vary, depending on the event. A list and description of special events that are available to volunteers will be posted online emailed out. Special Events volunteers must successfully complete a criminal background check

Speakers' Bureau

Volunteers are needed to represent the organization at speaking engagements, cheque presentations, and other events in the community. The spring and summer are especially busy due to numerous golf tournaments. These volunteers are required to complete a public speaking training session before their first assignment. Regular volunteer requirements apply plus

- current resume
- wish grantor training session
- speakers' bureau training session
- previous involvement with the Foundation is an asset
- good public speaking skills

Office Administration

The organization needs volunteers to assist in office tasks, input data, research and other areas. Hours and days depend upon the specific needs at the time.

Internships

Internships are available for university/college students and recent graduates who are interested in working with a not-for-profit organization. Interns interested in special events, public relations, corporate development, fundraising, volunteer coordination or just helping a good cause, are always welcome in our office. Appropriate documentation from the institution offering such a program is required.

Shoppers

Volunteers are needed on an on-call basis for this position. Shoppers are responsible for purchasing items needed for a particular wish. Volunteers in this position are usually wish grantors or current volunteers although new enthusiastic shoppers are welcome. Shoppers must adhere to the Reimbursement Procedure (section 9.0 Volunteer Manual) per wish.

Research

A research volunteer can be involved in many aspects of the MAWFT&CO. Examples of research are; available grants, wish items, competitor analysis, scrap booking of current and past archival photos/articles, and online media research. If a wish is to have a Star Wars pinball machine, we need to know where we can obtain such an item. This position can be done from your home or in our office.

Trades

Trades volunteers have a special skill set that will aid the organization in the wish granting process. Skills include, but not limited to; painting, electrical, cleaning, sewing, crafts, computer/technology and general labour. These skills are especially handy when completing a room makeover wish. We are always in need of people to help unload old furniture, clean the existing room, paint, hang pictures, and add personal touches.