

VOLUNTEER WISH LIST



Southwestern Ontario Canada

All volunteers are required to provide references, attend volunteer orientation and complete a Police Records Check and Vulnerable Position Screening for any volunteer role with Make-A-Wish® Southwestern Ontario.

Office Support (ongoing needs)

- Assistance with preparation of forms, form letters, and simple correspondence. Some reception.
 - *Required: Attention to detail, knowledge of Word for Windows.*
- Assistance with maintenance of financial records and issuing of receipts.
 - *Required: Knowledge of Access and Simply Accounting.*
- Data entry of donors, participants in events, volunteers, etc.
 - *Required: Knowledge of Access.*
- Assist with filing, photocopying, preparing mail outs, general office maintenance.
 - *Required: Cheerful, attention to detail.*

Fundraising and Special Events

- Assist with Chapter events such as Go Blue! Go Bald! Head Shave, Golf Classic tournament, Blue Night Reception and special projects or promotions as developed.
- Assist with the tasks involved in preparation, conducting and follow-up of Chapter events and donor fundraising events in the community.
- Research possible contacts and funding sources.
 - *Required: Organizational skills, initiative, dependable, personable, good verbal communication skills, follow-up with contacts and Make-A-Wish® office promptly, enthusiastic. Own transportation.*

Chapter Annual Event Sponsorship Committees

- Volunteers work as part of a team in coordinating a variety of aspects involved in organizing Chapter events, such as: gaining sponsorship, participants and prize donations. Tasks will vary according to event.
- Research possible contacts and funding sources.
 - *Required: Organizational skills, initiative, ability to handle deadlines & follow-up with contacts and Make-A-Wish office promptly and regularly, personable, good verbal communication skills, enthusiastic. Own transportation.*

Speakers Bureau

- Raise public awareness of Make-A-Wish Southwestern Ontario by giving presentations to service groups, corporations, and donor events.
- Actively pursue new speaking opportunities in the Southwestern Ontario region assisting with community awareness activities as needed.
 - *Required: Good public speaking and presentation skills, ability to handle deadlines & follow-up with contacts and Make-A-Wish office promptly, creative flair.*

Wish Grantors

- Must have a volunteer partner – *Wish Companion*, accompanying them on every visit with the wish family, enter family home together and meet with family members in the same space throughout duration of every visit in family's home.
- Organize all necessary arrangements to ensure that the child's wish becomes a reality for him/her and the family.
- The Wish Coordinator will provide ongoing coordination and direction.
- Work very closely with the child, family, service providers, etc.
- Training, support, and materials will be provided. Training sessions are held 1-2 times per year.
 - *Required: Empathetic personality, good with children, organizational skills, ability to handle deadlines & follow-up with families and Make-A-Wish® office promptly and regularly throughout the wish granting process, initiative, personable, good verbal communication skills, flexible and enthusiastic team player.*
 - *Volunteer must be over 18 years of age and have own transportation.*

Wish Companions

- Accompany the wish grantor on every visit with the wish family.
- Visit with wish child and other siblings while the Wish Grantor is completing wish forms with parents.
- Make-A-Wish volunteers enter family home together and meet with family members in the same space throughout duration of every visit in the family's home.
- Provide assistance to Wish Grantor as necessary.
- Training and support will be provided.
 - *Required: Strong communications skills, especially with children, ability to be resourceful, flexible, creative, compassionate, non-judgmental, and a team player.*
 - *Volunteer must be over 18 years of age and own transportation is preferable as it is necessary in some cases.*

Kids for Wish Kids®

A program whereby students conduct fundraising activities to benefit wish children. Participating schools receive a follow-up thank-you letter, including a description of current wish stories.

Volunteers are needed:

- To assist with making and maintaining contact with schools and groups, giving presentations and follow-up.
 - *Required: Organizational skills, initiative, personable, good verbal communication skills, ability to handle deadlines & follow-up with contacts and Make-A-Wish office promptly, enthusiastic. Own transportation. Good public speaking and presentation skills. Creative flair.*

Communications Resource Pool

- Provide ad hoc communications assistance to the office and/or volunteer committees.
- Suggest and create innovative new communications tools/activities.
- Assist with existing communications activities as needed.
 - *Required: Background or interest in fundraising, public relations, graphic design or other related fields, and applicable computer programming skills.*