**Volunteer Opportunity Description**

**Title: Pen Pal**

**Purpose/Objective**: Show love and support to the children in our care through writing to them.

**Location**: Off-Site

**Key Responsibilities**: Follow guidelines as set by HCFC to write to a particular child at HCFC.

**Impact/Goal**: Increase writing and life skills while engaging with a similarly aged child or adult outside of HCFC. Increase the feeling of knowing support is available and develop a unique relationship through the writing process.

**Qualifications**: Access to writing materials to meet HCFC’s requirements. Willingness to write repeatedly without return mail, responses are expected to be sporadic.

**Time Commitment**: 1-3 hours per month depending on writing frequency, at volunteers discretion.

**Training/Support Provided**: No training needed but volunteer will be required to adhere to the Pen Pal Guidelines. The Community Engagement Manager will monitor writings going in both directions.

**Benefits**: Teach children about the mail system and the joy of receiving physical mail. Helps with writing skills, life skills and problem solving. Increases community engagement for the volunteer and the child.

**Supervisor:** On site Family Teacher or Penny Wright, Community Engagement Manager

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