

VOLUNTEER JOB DESCRIPTION



Position Title: Adopt-A-Family Sponsor

Department: Housing and Financial Management

Supervisor: Jude Liszkiewicz

Purpose: The Adopt-a-Family Holiday program at West End Neighborhood House seeks to match volunteer sponsors with families in need during the holidays. Sponsors will receive wish lists from the children in their adopted family and will purchase and provide gifts to the children through the program. Sponsors remain anonymous and will play the role of “Santa” for these children, allowing them to celebrate the holidays despite their difficult circumstances.

Benefits: Sponsors have the opportunity to provide a family in need with gifts for the holiday season. Sponsors receive a wish list and background information in order to get to know their family and will receive a personal thank you from the family after the holidays as well.

Responsibilities:

- Sponsors purchase and provide gifts for child(ren) in their adopted family
 - Sponsors deliver gifts to West End Neighborhood House by the agreed upon date to ensure on-time receipt by participating families
 - Sponsors remain anonymous in order to play “Santa” for the child(ren) they adopt
-

Commitment: Sponsors are needed for the upcoming 2015 Holiday season and should confirm participation by Oct 31, 2015. Once a sponsor commits to a family, it should be understood that these are likely the only gifts the child(ren) will receive this year. Any obstacles that would prevent or hinder the delivery of your gifts should be discussed with the program supervisor promptly.

Orientation: Once confirmed, detailed information and wish lists will be sent to the sponsors explaining time line and expectations.

If Interested: Please contact Jude Liszkiewicz at (302) 658-4171 x 140 or jliszkiewicz@westendnh.org for more information.

West End Neighborhood House

710 North Lincoln Street | Wilmington, DE 19805 | (302) 658-4171 | <http://www.westendnh.org>