

Best Friends Member Appreciation Volunteer – Note Writer

This position supports the work of the Stewardship team. This is a wonderful group of volunteers who write appreciation notes on behalf of Best Friends to members. Join our team!

Function:

- To write appreciation/thank you notes to Best Friends members. Best Friends note cards, envelopes and postage are provided by Best Friends.

Time Commitment and Location of Work:

- Time commitment will vary depending on volunteer availability. Approximately 4-5 hours a week per volunteer.
- Location – Remote position. Volunteer home. **Must be located in the Santa Clarita Valley, Valencia area.** Notecard supplies must be picked up at an agreed upon location. In some cases, if a volunteer does not have transportation, cards may be delivered to volunteers' home depending on the home location.

Goals:

- Write notes to Best Friends members to express our thanks and appreciation for their support and kindness to the animals.
- Write at least 50 cards per month. Timing and goal vary. We ask that cards be completed within 30-45 days.

Core responsibilities:

- Responsibly care for the information provided on the assigned list of Best Friends members that will be assigned to you on an excel spreadsheet.
- Address mailing envelopes and write notes with attention to detail and legible writing/printing.
- Follow the script provided for the notes.
- Deliver the completed note cards to the post office or post office mailbox.
- Report to the BF staff the date the completed note card(s) were mailed via email or text. Staying in communication with the Stewardship Member Appreciation Manager and BF staff is very important.
- Track and input hours volunteered in the Best Friends volunteer database
- Communication with Stewardship Member Appreciation Manager is via phone, e-mail or text.

Qualifications/Requirements:

- Prefer a current member of Best Friends (current gift of \$25 to Best Friends), not required.
- Must be comfortable handwriting legible notecards and able to deliver the completed notecards to a post office mailbox.
- This role is flexible with short or long-term commitments.

Questions? Please contact nationalvolunteers@bestfriends.org if interested in volunteering.
Thank you for your kindness to the animals.