

Hand Writer

Position Title: Hand Writer Volunteer

Reports to: Project Lead

Time Commitment: varies by project

Duration: ongoing

Position Summary:

As a member of our Handwriting Team, you'll help spread kindness, encouragement, and gratitude through the simple but powerful act of handwriting. Whether it's writing addresses, thank-you cards, or welcome letters, your words will make someone's day brighter.

Key Responsibilities:

- Write neatly and thoughtfully on cards, notes, or letters provided
 - Follow guidelines on message tone, wording, and personalization
 - Assist in preparing envelopes for mailing (stamps, sealing, labeling)
 - Maintain confidentiality and respectful language at all times
 - Return completed cards to the lead by designated deadlines
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Preferred Qualifications:

All materials and guidance will be provided. Remote options may be available.

- Legible and neat handwriting
 - Reliable and able to meet deadlines
 - Comfortable working independently or in a quiet group setting
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Benefits:

- Flexible volunteer work you can do from home or on-site
- Join a community of caring, creative volunteers
- Great for students, creatives, retirees, or anyone who loves handwriting