

NOTE CARD WRITER: Messenger of Hope

Volunteer Role Description



The Mission

To uplift and empower women who are experiencing or at-risk-of homelessness through in-kind support, education, and community participation. At The Shoebox Project, we believe that a small gesture can have a profound impact. You're doing so much more than delivering gifts; you're delivering hope and human connection.

The Shoebox Project for Women

As a Note Card Writer, you are responsible for the most personal element of our gift drives. By crafting handwritten messages of support, you provide a powerful human connection that helps reduce feelings of isolation and reminds women in your community that they are seen and valued.

Your Impactful Responsibilities

- **Personalized Connection:** Collaborate with your Local Chapter Coordinator to create personalized note cards for every Shoebox gift procured.
- **Quality & Clarity:** Ensure each note is written with neat, clear penmanship to effectively connect the recipient to her community and enhance her self-esteem.
- **Creative Design:** Use your "crafty" skills to generate and implement creative ideas for note card designs that make each gift feel special.
- **Mission Focus:** Ensure every message aims to provide inclusion, warmth and support to women impacted by or at risk of homelessness.

What You Bring to the Team

- **Heart for the Cause:** You have a genuine interest in issues relating to women and are a mental health advocate. You have a keen understanding that words absolutely matter in making someone feel seen and valued.
- **Inclusive Mindset:** You have an ability to approach every message with empathy and free of assumptions. You recognize that others' experiences are shaped by unique circumstances and the goal is creating an inclusive and respectful message of support for every recipient.
- **Exceptional Penmanship:** You have a commitment to beautiful, legible hand printing and a high level attention to detail.
- **Creative & Crafty Mindset:** You enjoy artistic projects and have the ability to meet deadlines with high-quality work.
- **Communication Skills:** You possess excellent verbal and written communication skills.

Commitment & Logistics

- **Time:** Flexible commitment of one time offering or regular participation of approx **2 hours per month**.
- **Duration:** This can be a one-time volunteer opportunity or span various times of the year working to support your Chapter's annual holiday gift drive or other initiatives outside of the holidays.

shoebboxproject.ca

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- **Tech Requirements:** No specific technology capabilities are required for this role.
 - **Training:** You will receive instruction from the Chapter's Local Coordinator with details on Chapter needs, timelines and deadlines to support..
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Why Join Us?

This role allows you to use your creative talents to play an active, meaningful role in the lives of women in your community. You will be part of a positive, mission-driven team.

Screening Requirements

Completion of our General Volunteer Application Form

How to Apply

*The Shoebox Project is an equal opportunity charity committed to diversity, equity, and inclusion.
We welcome all interested parties and provide accommodations upon request.*

Complete our [General Volunteer Application Form](#) or Email: karen@shoeboxproject.com