



**Make-A-Wish Foundation® of Alaska & Washington**  
**JOB DESCRIPTION**

**Job Title:** Part-Time Temporary Wish Coordinator, Western Washington  
End Date: 3/31/11; Hourly position \$12.00 per hour (DOE).

**Reports To:** Wish Director, Seattle

**Job Summary:** Coordinate and oversee program functions related to the delivery of a quality wish experience throughout Western Washington. Coordination includes managing the wish process, administering program-related activities, managing interns and volunteers, cultivation of community partnerships, and upholding the policies and procedures established by the national and regional offices of the Make-A-Wish Foundation®

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**WISH DELIVERY**

- Oversee granting of wishes as assigned including but not limited to Disneyland, computer electronics, shopping spree and hot tub wishes. Target 35 wishes/wish assists annually.
- Approve expenses related to wishes and authorize cash expenditures up to \$6000.00 per wish.
- Seek in-kind donations within the community to maintain a cash to in-kind ration of 40/60.
- Ensure that Foundation's liability is minimized as much as possible by obtaining appropriate signatures, releases and supervision for each wish granted.
- Complete final closeout of wish files and ensure that volunteers have completed all required paperwork within 30 days of completion of wish.
- Contribute improvement ideas that will continually seek to raise the level of service quality provided by the Foundation.
- Oversee and coordinate wish child events and ticket distribution in Western Washington region and ensure that all events are documented in database.
- Process wish related bills & invoices.
- Other duties as assigned.

**VOLUNTEER MANAGEMENT & TRAINING**

- Communicate monthly to volunteers to update them regarding wish related information through volunteer update emails
- Coordinate and manage volunteer projects related to job description.
- Share supervision of intern.

**MEDIA**

- Work with Communications Manager to identify appropriate wishes for media opportunities.

**DESIRED QUALIFICATIONS**

- BS/BA or equivalent combination of education and work experience.
- 3 or more years of related work experience.
- Ability to manage a wide variety of individual projects and meeting deadlines. Proven ability to work effectively under stress in a collaborative, team-oriented organization.
- Highly organized and task-oriented.
- Excellent computer, communication and presentation skills.
- Customer service experience highly desirable.