

WINGS Foster Teen Program

Leadership Team Roles & Responsibilities

Every successful Wings program begins with a small team—not one person.

Most chapters begin with **4–8 volunteers** who share the work. As the ministry grows, additional volunteers can be added to individual areas.

The following positions are suggestions. One person may fill several roles in a new program.

Leadership Team Structure

Program Chairperson

Estimated Time: 4–8 hours/month

The Program Chair provides overall leadership and serves as the primary contact between the Christ Child chapter, partner agencies, and the Wings volunteer team.

Responsibilities

- Coordinate the overall Wings ministry
- Recruit and encourage volunteers
- Schedule team meetings
- Maintain relationships with partner agencies
- Ensure confidentiality and professionalism
- Present periodic reports to the Chapter Board
- Help set annual goals and budgets
- Celebrate volunteer successes

Ideal Skills

- Organized
- Good communicator
- Enjoys leading teams

- Passion for serving foster youth
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Agency Liaison

Estimated Time: 2–4 hours/month

The Agency Liaison builds relationships with foster care agencies and ensures the program is meeting real community needs.

Responsibilities

- Meet with agency representatives
- Understand current needs
- Receive requests for Wings bags
- Coordinate delivery schedules
- Gather feedback for improving the program

Ideal Skills

- Friendly
 - Professional
 - Responsive
 - Comfortable working with community partners
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Inventory Coordinator

Estimated Time: 2–6 hours/month

Keeps the ministry supplied with needed items.

Responsibilities

- Track inventory
- Maintain storage area
- Monitor low-stock items

- Prepare shopping lists
- Organize donated products
- Rotate supplies when needed

Ideal Skills

- Organized
 - Detail oriented
 - Enjoys systems
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Shopping Coordinator

Estimated Time: Flexible

Coordinates purchasing of needed items.

Responsibilities

- Purchase approved items
- Watch for sales and discounts
- Use chapter funds responsibly
- Submit receipts
- Recommend cost-saving ideas

Ideal Skills

- Budget conscious
 - Enjoys shopping
 - Flexible schedule
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Assembly Day Coordinator

Estimated Time: Monthly or Quarterly

Plans and oversees Wings bag packing events.

Responsibilities

- Schedule assembly days
- Prepare supplies
- Organize volunteers
- Ensure every bag meets standards
- Create an enjoyable volunteer experience

Ideal Skills

- Event organizer
 - Team builder
 - Positive attitude
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Delivery Coordinator

Estimated Time: As Needed

Ensures completed Wings bags reach partner agencies promptly.

Responsibilities

- Schedule deliveries
- Coordinate volunteer drivers
- Confirm agency receipt
- Maintain delivery records

Ideal Skills

- Reliable
 - Good scheduler
 - Organized
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Volunteer Coordinator

Estimated Time: 2–4 hours/month

Keeps volunteers informed, appreciated, and engaged.

Responsibilities

- Recruit new volunteers
- Maintain volunteer contact list
- Schedule service opportunities
- Welcome new volunteers
- Recognize volunteer contributions
- Track volunteer interests

Ideal Skills

- People person
 - Encouraging
 - Good communicator
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Fundraising & Donations Coordinator

Estimated Time: Varies

Helps secure the resources needed to sustain the ministry.

Responsibilities

- Coordinate product drives
- Seek community donations
- Work with the chapter fundraising committee
- Encourage parish involvement
- Identify grant opportunities

Ideal Skills

- Creative
- Comfortable asking for support
- Community minded

Communications Coordinator (*Optional*)

Estimated Time: 2–3 hours/month

Shares the story of Wings with the chapter and community.

Responsibilities

- Write newsletter articles
- Take photos of events
- Manage social media (if used)
- Promote volunteer opportunities
- Prepare annual impact summaries

Ideal Skills

- Writing
- Photography
- Graphic design
- Social media

Suggested Leadership Team for a New Chapter

Position	Essential?
Program Chair	✓
Agency Liaison	✓
Inventory Coordinator	✓
Shopping Coordinator	✓
Assembly Coordinator	✓
Delivery Coordinator	✓
Volunteer Coordinator	Recommended

Position	Essential?
Fundraising Coordinator	Recommended
Communications Coordinator	Optional

Everyone Shares These Responsibilities

Every Wings volunteer should:

- Treat every foster youth with dignity and respect.
 - Protect the privacy of children and families.
 - Represent Christ Child Society professionally.
 - Communicate promptly with fellow volunteers.
 - Be dependable in fulfilling commitments.
 - Work as part of a supportive team.
 - Pray for the youth served through the ministry.
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Remember...

You do not need to fill every role before you begin.

Many successful Wings programs start with just **three or four dedicated volunteers**, with one person serving in multiple capacities. As the ministry grows, responsibilities naturally divide among additional volunteers.

"Don't wait until everything is perfect to begin serving. Start with a faithful team, build strong relationships, and allow the ministry to grow one foster youth at a time."