

FRG Volunteer Opportunity

POSITION TITLE: Company FRG Leader

SUPERVISOR: Company Commander

OBJECTIVE: Supervises the committees, groups and functions for a FRG consisting of Soldiers, civilians and volunteers assigned to the unit and their families (immediate and extended) for morale, cohesion, communication, unit cooperation and the well being of company personnel and their families.

DESCRIPTION OF DUTIES:

- Supports the commander's family readiness goals.
- Provides overall leadership of the FRG in accordance with AR 608-1, Appendix J.
- Schedules, plans, and conducts company Family Readiness Group meetings.
- Delegates FRG responsibilities to select volunteers in order to promote participation in FRG activities and accomplishment of FRG objectives.
- Acts as a liaison between battalion and company level FRGs.
- Identifies needs or unique problems of unit families.
- Tracks FRG appropriated fund budget.
- Serves as a member of the battalion-level steering committee.
- Coordinates administrative and logistical support with Family Readiness Group Deployment Assistant (FRGDA).
- Acts as a company FRG spokesperson for communicating family members' concerns and ideas to the company commander and battalion level FRG.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND EVALUATION:

Primary supervision is by the _____

Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager.

TIME REQUIRED: 6 to 8 hours per week. Schedule dependent on deployed status and other scheduled activities.

QUALIFICATIONS: Knowledge of family readiness programs, unit structure and procedures.

TRAINING: Classes provided through ACS and Reserve Component Family Programs.

POSITION'S TERMS: One-year commitment

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____

FRG Volunteer Opportunity

POSITION TITLE: Treasurer/Informal Fund Custodian and Alternate

SUPERVISOR: FRG Leader

OBJECTIVE: Serves as custodian for the FRG informal fund

DESCRIPTION OF DUTIES:

- Keeps accurate records of all FRG informal fund income, expenditures and funds on hand following the policies listed in AR 608-1, Appendix J.
- Sets up bank account in the name of the FRG with unit mailing address, if one does not exist.
- Makes deposits, writes checks and reconciles monthly bank statement; keeps and files all receipts.
- Prepares monthly reports on informal fund financial status for the commander and FRG meeting.
- Turns in annual report to unit and first O6 commander in the chain of command.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND EVALUATION:

Primary supervision is by the _____

Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager.

TIME REQUIRED: 2 to 4 hours per month.

QUALIFICATIONS: Basic knowledge of accounting desired; Knowledge of banking procedures; Good math skills; well organized

POSITION'S TERMS: One-year commitment

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____

FRG Volunteer Opportunity

POSITION TITLE: **Activities Coordinator**

SUPERVISOR: Senior Advisor and or Company-Level FRG Leader

OBJECTIVE: Development of an activities calendar.

DESCRIPTION OF DUTIES:

- Solicit ideas, interests through newsletter, at coffees and newcomer orientations and at pre-deployment briefings
- Coordinate location, date, and time with FRG leadership.
- Establish committees for each activity.
- Recruit other workers through all publicity channels and motivate them.
- Be familiar with the unit training schedule (timing is essential).
- Coordinate financial needs with treasurer and FRG leadership.
- Coordinate publicity with newsletter editor and publicity coordinators.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND EVALUATION:

Primary supervision is by the _____

Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager.

TIME REQUIRED: 6 to 10 hours per month

QUALIFICATIONS: A creative mind and good photography skills.

POSITION'S TERMS: One-year commitment

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____

Print Name

Signature

Date: _____

FRG Volunteer Opportunity

POSITION TITLE: Hospitality Chairperson

SUPERVISOR: FRG Leader

OBJECTIVE: To welcome new members into the FRG and promote esprit d' corps within the FRG membership.

DESCRIPTION OF DUTIES:

- Coordinate FRG welcome for inbound families and farewell for outbound families.
- With input from FRG members, develop a plan (card, flowers, meals, etc.) to acknowledge significant life events such as marriages, births, deaths, or illnesses in the family. Encourage FRG members to inform the Hospitality Chairperson or Leader when such events occur.
- Encourage FRG members to support one another during times of crisis.
- Recruit volunteers and delegate tasks/responsibilities as needed.
- Be aware of regulations and guidance concerning FRG funds, specifically what funds may or may not be used for.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.
- Prior to providing voluntary service, complete Volunteer Service Record (DA Form 4162) and Volunteer Agreement for APF/NAF (DD Form 2793).
- Record and submit volunteer hours on a regular basis, IAW installation policy.

RECOMMENDED QUALIFICATIONS:

- Strong communication and interpersonal skills.
- Organizational skills.
- Ability to work as a member of a team.

TIME REQUIRED: 2 to 4 hours per month.

TERM: One-year commitment.

TRAINING: Highly recommended to attend FRG Leader Training (12 hours) provided through Army Community Service. Highly recommended to attend CARE Team Training provided through Army Community Service. Ongoing training as needed.

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____