

# **FAMILY READINESS GROUP VOLUNTEER JOB DESCRIPTION**

**POSITION TITLE:** FRG Special Events Committee Chairperson

**RESPONSIBLE TO:** Unit FRG Leader

**PURPOSE:** Plan, organize, and execute FRG activities and special events

## **JOB DESCRIPTION:**

- Solicits FRG members' ideas and interests about fun events they would like the FRG to plan
- Discusses proposed events with FRG and unit leadership
- Recruits other volunteers to help with event details; checks the unit training schedule; agrees on date, location, etc.
- Establishes committees for the event and brainstorms needs
- Coordinates financial needs with FRG leadership, treasurer, and fundraiser chairperson
- Ensures that desired location is available the day of the event
- Coordinates with publicity and newsletter chairpersons to advertise the event
- Supervises the planning sessions and completes event planning
- Coordinates with commander or first sergeant to arrange for single soldiers to help with decorations and other tasks
- Meets at intervals with committee chairpersons to ensure that all necessary preparations are in place

**TIME REQUIRED:** Ten to 20 hours per month (depending on event frequency); six-month commitment

## **QUALIFICATIONS & SPECIAL SKILLS:**

- Enthusiasm and energy
- Positive leadership traits
- Good knowledge of recreational opportunities on post and elsewhere
- Organizational ability