

# **FAMILY READINESS GROUP VOLUNTEER JOB DESCRIPTION**

**POSITION TITLE:** Hospitality/Welcome Committee Chairperson

**RESPONSIBLE TO:** Unit FRG Leader

**PURPOSE:** Welcome all new members and families

**JOB DESCRIPTION:**

- Keeps up with news of incoming families, newly married couples, new babies, single soldiers, illnesses, injuries, hospitalizations in the unit
- Calls new spouses and welcomes them to the unit; invites them to upcoming FRG events; provides an ACS welcome packet
- Gathers information on the number and ages of children in each family and their special interests
- Informs the FRG leader of incoming families
- Ensures that new families have been assigned sponsors
- Sends flowers and cards to home or hospital as appropriate
- Attends unit/battalion planning meetings and FRG events

**TIME REQUIRED:** Three to five hours a week; six-month commitment

**QUALIFICATIONS & SPECIAL SKILLS:**

- Enthusiastic people person
- Helpful and compassionate attitude
- Well organized