

## Sample SFRG Volunteer Position Descriptions

**POSITION TITLE:** SFRG Leader/Co-Leader

**SUPERVISOR:** Commander, CFRR

**OBJECTIVE:** Leads the committees, groups and functions for a SFRG 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 SFRG in accordance with AR 608-1, Appendix J.
- Schedules, plans, and conducts company Soldier & Family Readiness Group meetings.
- Delegates SFRG responsibilities to select volunteers in order to promote participation in SFRG activities and accomplishment of SFRG objectives.
- Acts as a liaison between battalion and company level SFRGs.
- Identifies needs or unique problems of unit families.
- Coordinates administrative and logistical support with the Command Family Readiness Representative
- Acts as a company SFRG spokesperson for communicating identified Family members' concerns and ideas to the company commander and CFRR.
- Not required to have a motor vehicle to perform duties.

**SUPERVISION AND EVALUATION:**

Primary supervision is by the \_\_\_\_\_

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

**TIMEREQUIRED:** 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:** Some classes provided through local Family Program office. Contact

Family Programs office for more information.

**POSITION TERM:** One-year commitment

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

Name: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## SFRG Volunteer Opportunity

**POSITION TITLE:**       **Treasurer/Informal Fund Custodian and Alternate**

**SUPERVISOR:** CFRR

**OBJECTIVE:** Serves as custodian for the SFRG informal fund

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**DESCRIPTION OF DUTIES:**

- Keeps accurate records of all SFRG 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 SFRG with unit mailing address and unit EIN, 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 SFRG meeting.
- Turns in annual reports and documents to unit Command Team for completion of annual audit.
- Not required to have a motor vehicle to perform duties.

**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

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**POSITION TERM:**     One-year commitment

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

Name: \_\_\_\_\_  
                    Print Name

\_\_\_\_\_  
                    Signature

Date: \_\_\_\_\_

## Sample SFRG Volunteer Position Descriptions

**POSITION TITLE: SFRG Newsletter Editor**

**SUPERVISOR: CFRR**

**OBJECTIVE:** Editor for monthly/quarterly SFRG newsletter.

**DESCRIPTION OF DUTIES:**

- Organize a volunteer newsletter staff (reporters, writers, editors, typists, illustrators, collators, mailers)
- Oversee gathering of information from all sources; organizing, writing and editing of material; typing or word processing; final editing and layout.
- Provide advance copy to Commander/Rear Detachment Commander or designee to review all official Army information prior to printing.
- Submit camera-ready copy to unit for reproduction; arrange for collating, stapling, labeling and mailing.
- Solicit feedback and monitor effectiveness of process.
- 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.

**TIMEREQUIRED:** Approximately 10 to 12 hours per month

**QUALIFICATIONS:** Typing, spelling, grammar skills. Ability to write concisely.

**POSITION TERM:** One-year commitment

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

Name: \_\_\_\_\_  
Print Name

Signature

Date: \_\_\_\_\_

## SFRG Volunteer Opportunity

**POSITION TITLE:** SFRG Newsletter Reporter

**SUPERVISOR: CFRR**

**OBJECTIVE:** To provide accurate articles of interest for the SFRG newsletter.

**DESCRIPTION OF DUTIES:**

- Provide a least one article per month for the SFRG Newsletter.
- Coordinate article assignments through SFRG Newsletter Editor/Chairperson.
- Not required to have a motor vehicle to perform duties.

**SUPERVISION AND EVALUATION:**

Primary supervision is by the \_\_\_\_\_

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

**TIME REQUIRED:** 3 to 4 hours per month

**QUALIFICATIONS:** Good grammar skills. Able to work independently or with little supervision. Computer knowledge required. Must be reliable.

**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 Soldier & Family Readiness Group of\_\_\_\_\_.

Name: \_\_\_\_\_  
Print Name

Signature

Date: \_\_\_\_\_

## SFRG Volunteer Opportunity

**POSITION TITLE:** SFRG Secretary/Recorder

**SUPERVISOR:** CFRR

**OBJECTIVE:** To record accurate information during company SFRG meetings.

**DESCRIPTION OF DUTIES:**

- Attend all company SFRG meetings and steering committee meetings and take detailed notes.
- Record attendance at meetings.
- Write and type meeting minutes and forward to the SFRG Leader for approval.
- Have meeting minutes prepared and copies available at the next SFRG meeting.
- Not required to have a motor vehicle to perform duties.

**SUPERVISION AND EVALUATION:**

Primary supervision is by the \_\_\_\_\_

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

**TIME REQUIRED:** 3 to 4 hours per month

**QUALIFICATIONS:** Good grammar skills. Must be able to take accurate, detailed notes. Computer knowledge required.

**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 Soldier & Family Readiness Group of \_\_\_\_\_.

Name: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## SFRG Volunteer Opportunity

**POSITION TITLE:      Publicity/Social Media Chairperson**

**SUPERVISOR: CFRR**

**OBJECTIVE:** To inform all Soldiers and Family members of SFRG of ongoing and upcoming activities.

**DESCRIPTION OF DUTIES:**

- Inform new members of the purpose and structure of the SFRG.
- Communicate with SFRG leader(s).
- Disseminate information through SFRG Leader, newsletter, flyers, mailings, public announcements at meetings, unit bulletin boards.
- Get work out using organized unit support structures.
- Not required to have a motor vehicle to perform duties.

**SUPERVISION AND EVALUATION:**

Primary supervision is by the \_\_\_\_\_

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

**TIME REQUIRED:** 2 to 4 hours per week.

**QUALIFICATIONS:** A friendly, outgoing personality. Computer 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 Soldier & Family Readiness Group of\_\_\_\_\_.

Name: \_\_\_\_\_  
Print Name

Signature

Date:

## SFRG Volunteer Opportunity

**POSITION TITLE:**       **Activities Coordinator**

**SUPERVISOR:** CFRR

**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 SFRG 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 SFRG members.
- Coordinate publicity with newsletter editor and CFRR.
- Not required to have a motor vehicle to perform duties.

**SUPERVISION AND EVALUATION:**

Primary supervision is by the \_\_\_\_\_

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

**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 Soldier & Family Readiness Group of \_\_\_\_\_.

Name: \_\_\_\_\_  
                    Print Name

\_\_\_\_\_  
                    Signature

Date: \_\_\_\_\_

## SFRG Volunteer Opportunity

**POSITION TITLE: SFRG Key Caller Committee Chairperson**

**SUPERVISOR: CFRR**

**OBJECTIVE:** Provide personal contact to keep SFRG spouses/members informed of relevant unit approved information.

**DESCRIPTION OF DUTIES:**

- Prepares the unit phone tree and e-mail list from the approved Family member contact information provided by the CFRR.
- Recruits and assigns key callers, at least one per platoon/section or, alternately, enough to assign five – ten families each
- Coordinates regularly with SFRG leader and welcome committee/hospitality chairperson, and updates key caller rosters as new Family contact information is provided.
- Implements testing of the SFRG phone tree as requested while troops are home and twice monthly while deployed
- Passes important information to key callers for Families
- Fields calls from key callers with questions or reports of incidents
- Reports any significant incidents to SFRG leader or commander
- Reviews key callers' phone logs, reports, and volunteer time logs
- Prepares monthly reports and submits to SFRG leader
- Maintains confidentiality and discourages rumors and gossip
- Keeps an accurate log of calls received, made, and their results

**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:** Two to four hours per week; six-month commitment

**QUALIFICATIONS:** Good telephone/communication skills; Knowledge of community resources and crisis intervention; Concern and empathy for others; calm under stress;

**TRAINING:** Provided by Army Reserve Family Programs.

**POSITION'S TERMS:** 6 month 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

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Date \_\_\_\_\_



## SFRG Volunteer Opportunity

**POSITION TITLE:**       **Key Caller (a.k.a. Telephone Contact Person)**

**SUPERVISOR:** SFRG Leader

**OBJECTIVE:**   Supports approximately 6-8 families in the company by checking with them on a regular basis and disseminating information.

**DESCRIPTION OF DUTIES:**

- Talks to assigned spouses on a regular basis (at least every two weeks during deployments). These contacts can be made over the phone or in person. Documents contacts made with family members to include: name, time, problem, referrals made and follow up.
- Makes personal contact with new people in their support branch to explain the key caller's role, answer any questions about the SFRG and make them feel welcome.
- Attends all SFRG meetings and pre-deployment briefs.
- Informs SFRG Leader of significant problems and actions taken.
- Passes messages down to each member of the support branch. Notifies SFRG Leader if unable to contact a family member, after several attempts.
- Helps to stop rumors during phone calls.
- 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 3 hours per month normally; 10 hours per month during deployments and extended exercises.

**QUALIFICATIONS:**   A friendly, caring attitude. Reliability, Understanding and enthusiasm for the unit SFRG program.

**TRAINING:**            Provided by Army Reserve Family Programs.

**POSITION'S TERMS:**  6 month commitment

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

Name: \_\_\_\_\_  
                    Print Name

\_\_\_\_\_  
                    Signature

\_\_\_\_\_  
                    Date

## SFRG Volunteer Opportunity

**POSITION TITLE:** Hospitality Chairperson

**SUPERVISOR:** SFRG Leader

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

**DESCRIPTION OF DUTIES:**

- Coordinate SFRG welcome for inbound families and farewell for outbound families.
- With input from SFRG members, develop a plan (card, flowers, meals, etc.) to acknowledge significant life events such as marriages, births, deaths, or illnesses in the family. Encourage SFRG members to inform the Hospitality Chairperson or Leader when such events occur.
- Encourage SFRG members to support one another during times of crisis.
- Recruit volunteers and delegate tasks/responsibilities as needed.
- Be aware of regulations and guidance concerning SFRG 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 additional training provided through local Family Programs Office. Ongoing training as needed.

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

Name: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_