

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: **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.

TIMEREQUIRED: 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.

TIMEREQUIRED: 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: _____

