

20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Relocation Assistant
ORGANIZATION: 20 FSS/DPF
CONTACT PERSON: Mr. Rodgers W. Gardner, A&FRC Section Chief
PHONE 895-1252
WORK LOCATION: Airman & Family Readiness Center Bldg 1127
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist with classroom set-up and cleanup of Relocation classes
2. Assist with the organizing and running of Relocation Classes (I.E. Remind speakers)
3. Occasionally assist receptionist with the front desk. Answer and route calls
4. Request “free” materials from the Sumter Conventions and Visitors Bureau
5. Update Relocation booklets, handouts and flyers as needed
6. Complete and type the critique summaries for Relocation Classes
7. Assist when needed in Family Services (I.E. sign-in and out loaner items or videos)
8. Administrative tasks as needed (I.E. fax information type labels, take notes at meetings, etc)
9. (optional - Assist with the teaching of Relocation classes
10. Assist with the inventory and stocking of nonperishable items in the food locker. Coordinate delivery dates with First Sergeants, Chapel, Boy Scout troop leaders, Airman Leadership School and other organizations who donate items to the locker.

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint, Publisher)
2. Familiar with the military system and chain of command
3. Minimal knowledge of the Family Support Center and the programs we offer
4. Good grammar and punctuation skills
5. Must have exceptional interpersonal and telephone skills; is good at dealing with customers and diverse groups of people
6. Must be able to keep confidences
7. Doesn't mind speaking in front of groups
8. Readily accepts new challenges
9. Self-motivated; When working alone, takes the initiative to find work to do
10. Excellent organizational and planning skills; Avoids procrastination
11. Physically able to set up tables and chairs for classes.

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

TRAINING:

1. Hands-on training
2. AFIs and handouts
3. One-on-one instruction from program manager and program assistant

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date