

20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

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

VOLUNTEER DUTIES:

1. Organize files
2. Create Summary Report on training
3. Assist with Real World and exercise Deployments
4. Assist with Hearts Apart Program
5. Assemble Program materials
6. Make copies as needed
7. Administrative help with Readiness Programs
8. Make contact phone calls

SPECIAL REQUIREMENTS:

1. Basic Computer Skills
 - a. Knowledge of Microsoft Office Software
2. Some lifting required
3. Possess good interpersonal skills when dealing with customers
4. Excellent Phone skills
5. All volunteers must fill out a Contract of Confidentiality due to the handling of confidential information
6. Strong Organization Skills
7. Highly motivated/self directed

TRAINING:

1. Hands-on training
2. AFIs and handouts
3. One-on-one instruction from Airman & Family Readiness Center Staff

Signature of "Volunteer

Date

Signature of Volunteer Supervisor

Date