



## FRG Volunteer Job Description



**POSITION TITLE:** Family Readiness Group Leader

**SUPERVISOR:** Commander

**OBJECTIVE:** Organize and lead the Family Readiness Group.

**DESCRIPTION OF DUTIES:**

- Support the Commander's Family Readiness goals
- Provide overall leadership of the FRG
- Recruit volunteers to serve on the FRG committee
- Schedule, plan, and conduct FRG meetings
- Keep the flow of information going between the Commander, FRSA, committee members, and families
- Act as spokesperson for communicating family members' concerns and ideas to the Commander, FRSA, and BN FRG Leader (if applicable)
- Record and submit volunteer hours to Joint Services Support website
- Maintain a continuity/SOP book

**TIME REQUIRED:** 5-10 hours per month or as needed

**QUALIFICATIONS:** Knowledge of family readiness programs, unit structure and procedures.

**TRAINING:** Provided by the Family Readiness Support Assistant

**POSITION TERMS:** One-year commitment

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

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

Signature: \_\_\_\_\_

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