

20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Loan Locker Volunteer
ORGANIZATION: 20 FSS/FSFR
CONTACT PERSON: Rodgers Gardner II, Chief, A&FRC
PHONE 895-1252
WORK LOCATION: Airman & Family Readiness Center Bldg 1127
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Coordinate the receiving/distribution of loan locker items.
2. Inventory items in the loan closet as needed
3. Make recommendations to the Airman & Family Readiness Center Staff on loan items needing to be replaced
4. Inspect items returned to ensure that they are clean, and functional
5. Occasionally assist receptionist with the front desk. Answer and route calls
6. Sign-out and keep track of videos
7. Request “free” materials/brochures from the Sumter Conventions and Visitors Bureau
8. Maintain brochures and flyers – copy or request more as needed
9. Distribute and assist personnel with putting together sponsorship packages
10. Update Relocation booklets, handouts and flyers as needed
11. Administrative tasks as needed (I.E. fax information type labels, etc)
12. Sign up people for layettes
13. Coordinate putting together the layettes
14. Distribute layettes

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. Must have exceptional interpersonal and telephone skills. Is good at dealing with customers and diverse groups of people
5. Readily accepts new challenges
6. Self-motivated. When working alone, takes the initiative to find work to do
7. Excellent organizational and planning skills. Avoids procrastination

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
3. Childcare offered

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 Supervisor

Date

Updated January 2012