

# AVC Volunteer Position

## Special Needs Coordinator

USAG Stuttgart Chapels

Position Type	Ongoing position
Posted	7/6/2016
Duties	<p>Special Needs management is IAW Army regulations on volunteers (AR 608-1) and on religious support (AR 165-1). Implementing guidance on Chapel Volunteer Management (CVM) was issued by the Army Chief of Chaplains on 10 March 2016.</p> <p>CVM provides guidance for accepting service from various volunteer types (Statutory, Gratuitous Service, Student Intern, and Private Organization). Each type has distinct requirements and documents.</p> <p>Special Needs Coordinators (SNC) may be employees or specially designated, vetted, and trained Statutory Volunteers.</p> <p>SNCs who are volunteers are SPECIFIED VOLUNTEERS who will:</p> <ul style="list-style-type: none"><li>- Weekly - Assist a congregation in recruiting volunteers and in promoting advertising of Special Needs management.</li><li>- Biweekly (or weekly) - Process background checks and volunteer paperwork when required for specific positions. Update Special Needs staffing plans and rosters with volunteer status.</li><li>- Monthly - Track and record hours for all volunteers in all chapel congregations and programs.</li><li>- Quarterly - Participate in a congregation's volunteer recognition planned by the Garrison Chaplain and/or the Army Volunteer Corps Coordinator (AVCC).</li></ul> <p>Volunteer SNCs will record, and report to their supervisor, their voluntary service either in VMIS or using DA Forms 4713 and 4162.</p> <p>SNCs will never be alone with a child or youth. Unless a child is within line of sight of his/her parent/guardian, all programs will have at least 2 vetted adults attending.</p>

If the use of a motor vehicle is required for this program, then the Sponsoring Chaplain will arrange government employee and government vehicle, and the 2 adult rule will still apply.

The volunteer shall maintain strict confidentiality with respect to any personal or command information entrusted to or encountered by the volunteer. Failure to meet confidentiality standards will result in termination of the volunteer. By signing the volunteer agreement, the volunteer agrees to the Department of Defense confidentiality and privacy requirements understands and agrees to adhere to these requirements.

The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License  
Required

Yes (see qualifications)

Qualifications

Qualifications for SNCs include:

- Attendance at designated Garrison congregation's worship at least twice a month.
- SNBs will be aged 16 or older.
- Recognized for dependability, teachability, sensitivity, and confidentiality.
- Commitment to Chaplain's plan for inclusion and welcome of all assigned personnel, particularly families in the Army Exceptional Family Member Program (EFMP).
- Experience with Special Education or disabilities.
- Demonstrated interpersonal skills.
- Ability to lead and organize Special Needs Buddies (SNB)
- Each volunteer SNC will serve after completing basic volunteer documentation as provided by the Garrison Chaplain's office. As volunteer SNCs must be statutory volunteers, at a minimum, this includes DA Form 2793. Unless VMIS is used, DA Form 4162 and DA Form 4713.
- Completed Army child protection prescreening and background checks. Valid documentation on file at the Garrison Chaplain's office.
- All SNCs will sign annual disclosure statements and attend annual training as required in this Position Description.

Involves working with children or youth on a regular basis.  
Volunteers working with children or youth on a regular basis

must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).

### Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual SNC Training performed by local installation and/or Army Chaplain Corps.
- Training in VMIS as required

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Religious Group and/or academic certification and professional development programs.

Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.

### Orientation

Annual SNC orientation is provided by the Garrison Chaplain's Office and is part of the requirement for all Special Needs. The installation AVCC will provide annual orientation to Army volunteer requirements.

### Time Required

The time commitment is 10-12 hours per week to include:

- Engagement with volunteers and congregation.
- Coordination with Chaplain Sponsors of chapel programs.
- Communication with SNBs and families/individuals who require assistance.
- Administration of Volunteer files in Garrison Chaplain Office.
- OPOC responsibilities in Volunteer Management Information System (VMIS).
- Training.
- Travel to/from SNC related programming.

### Evaluation

Evaluation is ongoing by the Garrison Chaplain through the DRE and/or Sponsoring Chaplain.

Evaluation standards include:

- Demonstrated commitment to Special Needs Management measured by recorded and reported volunteer service.
- Fulfillment of SNC duties measured by feedback from the designated congregation and volunteers.

- Communication and coordination with Garrison Chapel staff and other SNCs measured by feedback from Garrison Chapel leaders.
- Compliance with Army regulations regarding religion, child protection, volunteer management, and safety measured by chapel records.
- Personal development measured by attendance at and completion of training opportunities.

If the Garrison Chaplain determines that a SNC does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Special Needs Coordinators include:

- personal religious development through chapel engagement and leadership.
- professional growth through training and program leadership.
- enhanced resilience through interpersonal and religious support.
- administrative experience with Army Volunteer Management, and Army Special Needs Management.

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