

AVC Volunteer Position

CARE Center Resource Assistant

USAG Rheinland-Pfalz Chapels

Position Type Ongoing position

Posted 7/7/2016

Duties IMCOM-Europe Chaplains Office provides the Chaplaincy Academy for Religious Education (CARE) Center with library as a regional resource for full spectrum Army Religious Support across Europe. The materials and programs of the CARE Center set the standard for Army Religious Education and meet the Mission Critical requirements of religious groups across the Army. The CARE Center and its volunteers function in support of the requirements listed in AR 165-1.

All CARE Center volunteers will work under the Supervision of the Region Chaplain through the Religious Education Program Director (REPD).

Resource Assistants (RA) are NON-SPECIFIED VOLUNTEERS who will:

- Serve under constant Line of Sight Supervision (LOSS) when the service is with children (0-18yo) who do not have parents in the room.
- Weekly - Assist the REPD in the maintenance and use of the CARE Center including management of the CARE Center library database of resources and checkouts.
- Biweekly (or weekly) - Assist the REPD in developing new website and digital materials which can include chapel registrations, databases, reports, digital resources, or video conferences.
- Quarterly - Participate with REPD in review of the CARE Center and the related products and programs.
- Semiannually - Attend training approved by the REPD and relevant to current projects and programs.
- Annually - Renew computer access card and required volunteer agreements.

RAs will record, and report to their supervisor, their voluntary service either in VMIS or using DA Forms 4713 and 4162.

RAs will never be alone with a child (0-18 years old). All service will be under LOSS, IAW SOPs established by the Office of the Chief of Chaplains. All programs will have at least 2 vetted adults attending. RAs do not serve on overnight events.

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

No

Qualifications

Qualifications for RAs include:

- Knowledge of libraries, conference centers, and/or computers.
- Ability to get an Army Computer Access Card if assigned tasks include computer use.
- Commitment to safety and security.
- Each Army chapel volunteer will serve after completing basic volunteer documentation as provided by the Garrison Chaplain's Office. For statutory volunteers, at a minimum, this includes DA Form 2793. Unless VMIS is used, DA Form 4162 and DA Form 4713. For other forms of voluntary service, see the SOPs issued by the Office of the Chief of Chaplains. Valid documentation on file at the Garrison Chaplain's office.

Because of the Non-Specified designation of this PD, child protection background checks are not conducted, but the volunteer will serve under LOSS when with children whose parents are not in the room.

- All RAs will sign annual disclosure statements and attend annual training as required in this PD

Involves working with children or youth on a short term basis.

Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.

Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual RA Volunteer Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Religious and/or academic certification and professional development programs.
- Computer training (ex. Sharepoint, Excel, Access, Infopath, Adobe, DCS, Video Conferencing)
- First Aid
- CPR

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.

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Orientation

Annual RA orientation is provided by the Region Chaplain's Office and is part of the requirement for all Chapel Volunteers.

Time Required

Monday-Friday 0830-1700, with weekly hours varying based on IMCOM-E RSO current programs. The time commitment, can be 5-40 hours per week to include:

- Engagement with CARE Center and service recipients.
- Coordination with other IMCOM-E directorates for implementation of CARE Center programs and products.
- Preparation and initiative in developing programs and products.
- Training.
- Travel to/from RA programming.

Evaluation

Evaluation is ongoing by the Region Chaplain through the

REPD.

Evaluation standards include:

- Demonstrated commitment to the CARE Center measured by recorded and reported volunteer service.
- Fulfillment of RA volunteer duties measured by feedback from service recipients.
- Communication and coordination with Region Chaplains staff and other volunteers measured by feedback from Garrison Chapel leaders.
- Compliance with Army regulations regarding religion, child protection, and safety measured by chapel records.
- Personal development measured by attendance at and completion of training opportunities.

If the Region Chaplain determines that an RA does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to RAs include:

- personal religious education and faith development through chapel engagement and leadership.
- professional growth through training and program leadership.
- enhanced resilience through interpersonal and religious support.
- exposure to regional religious support planning and programming.
- opportunities for professional development in an operational level organization.

Address

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AVC Coordinator

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