

AVC Volunteer Position

Chapel Reception Volunteer

USAG Ansbach Chapel

Summary – Chapel Reception Volunteers support Chaplains in welcoming visitors, answering phones, organizing communications, and assisting emergency preparations.

Position Type Ongoing position

Posted 7/7/2016

Duties The Chaplaincy is a mission critical portion of the Commanders' activity. The chapels and chaplain offices are expected to be places where Soldiers, Civilians, and Families can be welcomed and have help in getting religious support/resources. Chapel Reception Volunteers (CRV) function in support of the requirements listed in AR 165-1.

The CRVs will work under the Supervision of the Garrison Chaplain through the chaplain sponsor.

CRVs 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 chaplain sponsor in the maintenance and use of the chapel reception area resources and welcome of visitors.
- Biweekly (or weekly) - Assist the chaplain sponsor in developing chapel website and digital materials which can include chapel registrations, databases, reports, digital resources, or video conferences.
- Semiannually - Attend training approved by the chaplain sponsor and relevant to current projects and programs.
- Annually - Renew computer access card and required volunteer agreements.

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

CRVs 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. CRVs 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 CRVs include:

- Knowledge of office systems, 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 CRVs 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 CRV 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.

Orientation

Annual CRV orientation may be 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 USAG Ansbach current programs. The time commitment, can be 5-40 hours per week to include:

- Engagement with chapel facilities and service recipients.
- Coordination with other Army Europe installations for implementation of chapel programs and products.
- Preparation and initiative in developing programs and products.
- Training.
- Travel to/from CRV programming.

Evaluation

Evaluation is ongoing by the Garrison Chaplain through the Chaplain Sponsor.

Evaluation standards include:

- Demonstrated commitment to Army Religious Support measured by recorded and reported volunteer service.
- Fulfillment of CRV volunteer duties measured by feedback

from service recipients.

- Communication and coordination with Garrison Chaplain's 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 Garrison Chaplain determines that an CRV does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to CRVs 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

USAG Ansbach

Contact Person

Chaplain Sponsor
DSN 314-467-2544
usarmy.ansbach.id-europe.list.rso@mail.mil

AVC Coordinator