

AVC Volunteer Position

Chapel Volunteer Coordinator

Chapel Katterbach

Summary: Chapel Volunteer Coordinator assists Chaplains and Volunteers in recruiting, training, and files.

Position Type Ongoing position

Posted

Duties Chapel volunteer 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.

Chapel Volunteer Coordinators (CVC) may be employees or designated and trained Statutory Specified Volunteers.

CVM provides guidance for accepting service from various volunteer types. Each type has distinct requirements and documents.

Chapel volunteers make up the largest volunteer group in the Army and support religious communities across the Army. CVCs are needed to enable chaplains to coordinate the people and manage the documentation for these individuals who often serve as an act of worship and stewardship.

Volunteer CVCs are SPECIFIED VOLUNTEERS who will:

-Weekly - Assist congregations in recruiting volunteers and in advertising chapel volunteer management.

-Biweekly (or weekly) - Contact volunteers whose files are incomplete or need renewals.

-Biweekly (or weekly) - Process background checks and volunteer paperwork when required for specific positions.

Update chapel volunteer staffing plans and rosters with volunteer status using the Background Check Tracker (BCT).

-Monthly - Track and record hours for all volunteers in all chapel congregations and programs.

-Monthly - Providing a BCT update to Chaplains and Program Managers

-Quarterly - Participate in volunteer recognition planned by the Garrison Chaplain and/or the Army Volunteer Corps Coordinator (AVCC).

Volunteer CVC may:

-receive Background Check Verification Checklists from Background Check Administrators, but may not receive or see the actual details of a background check.

-enter volunteer data into the IMCOM-Europe Background Check Tracker and assist volunteers in initial and renewal paperwork.

-also represent Army chapels to the installation AVCC and serve on chapel and/or installation volunteer coordinating councils.

-NOT conduct inherently governmental work (making policy decisions or fiduciary responsibilities) or be left alone in a facility.

Volunteer CVCs will record, and report to their supervisor, their service in VMIS or using DA Forms 4713 and 4162.

CVCs will never be alone with a child (0-18yo). Unless a child is within line of sight of his/her parent/guardian, all programs will have at least 2 vetted adults attending.

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 CVC shall maintain strict confidentiality with respect to any personal or command information entrusted to or encountered by the CVC. Failure to meet confidentiality standards will result in termination of the volunteer. By signing the volunteer agreement, the CVC 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 CVCs include:

- Attendance at designated Garrison congregation's worship at least twice a month.
- Computer skills including email and ability to use databases such as Excel.
- Ability to learn and teach use of Volunteer Management Information System (VMIS).
- Demonstrated interpersonal skills.
- Each volunteer CVC will serve after completing basic volunteer documentation as provided by the Garrison Chaplain's office. As volunteer CVCs must be statutory volunteers, at a minimum, this includes DA Form 2793. Unless VMIS is used, DA Form 4162 and DA Form 4713.
- Possess a Department of Defense email address or ability to complete training and background check for Computer Access Card.
- Completed Army child protection prescreening and background checks. Valid documentation on file at the Garrison Chaplain's office.
- All CVCs 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 CVC Training performed by local installation and/or Army Chaplain Corps.
- Training in VMIS as required
- Annual Training as required for Army Computer Access Card

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	<p>Annual CVC orientation is provided by the Garrison Chaplain's Office and is part of the requirement for all Chapel Volunteers. The installation AVCC will provide annual orientation to Army volunteer requirements.</p>
Time Required	<p>The time commitment is 10-12 hours per week to include:</p> <ul style="list-style-type: none">- Engagement with volunteers and congregation.- Coordination with installation AVCC.- Administration of Volunteer files in Garrison Chaplain Office.- OPOC responsibilities in Volunteer Management Information System (VMIS).- Training.- Travel to/from CVC related programming.
Evaluation	<p>Evaluation is ongoing by the Garrison Chaplain through the DRE and/or Sponsoring Chaplain.</p> <p>Evaluation standards include:</p> <ul style="list-style-type: none">- Demonstrated commitment to Chapel Volunteer Management measured by recorded and reported volunteer service.- Fulfillment of CVC duties measured by feedback from the designated congregation and volunteers.- Communication and coordination with Garrison Chapel staff and other CVCs 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. <p>If the Garrison Chaplain determines that a CVC does not comply with requirements, then the volunteer will be terminated from service.</p>
Benefits	<p>Benefits to Chapel Volunteer Coordinators include:</p> <ul style="list-style-type: none">- 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 Chapel Volunteer Management
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