

AVC Volunteer Position

Special Needs Buddy

USAG Wiesbaden Chapels

Position Type Ongoing position

Posted 5/12/2011

Duties Special Needs Buddies (SNB) make Religious Support inclusion possible for all ages regardless of need or disability. SNBs support all essential element of religious support in accordance with AR 165-1.

Each SNB is connected with a chapel congregation providing point of contact and leadership for the SNB program inside that congregation's structure. However trained SNBs might be asked to support Soldiers, Civilians, or Family members from other congregations where there is a need-ability match.

All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. In the absence of a DRE, the IMCOM-Europe Religious Education Program Director (REPD) assists with supervision. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office. The SNB is a SPECIFIED VOLUNTEER who will:

- Weekly - Assist the congregation in advertising of SNB program and building friendships with participants.
- Weekly (as requested) - Assist an assigned participant in worship, religious education, or other religious support events. (May include mobility assistance, self-help skills, use of appropriate behavior management techniques, communication assistance, encouraging social interaction)
- Quarterly (As Required) - Meet with the participant, DRE, Sponsoring Chaplain and Garrison Exceptional Family Member Program Manager for training and updates.
- Semiannually - Participate with the congregation's SNB program participants in a fun and fellowship activity planned by the Garrison SNB Coordinating Council.
- Annually - Attend SNB Volunteer Leadership Training planned by the IMCOM-Europe SNB Working Group.

May also serve on Garrison SNB Coordinating Council.

The SNB will record, and report to his/her supervisor, voluntary service either in VMIS or using DA Forms 4713 and 4162.

The Leader will never be alone with a child or youth. All programs will have at least 2 vetted adults attending. Unless with written permission from the Garrison Chaplain and consideration of AT/FP, all Lifegroup events will be on the installation.

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 SNB Volunteer Leaders include:

- SNBs will be aged 16 or older.
- Attendance at a Garrison congregation's worship at least twice a month.
- Recognized for dependability, teachability, sensitivity, and confidentiality.
- 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.
- Because of the Specified designation of this PD, completed Army child protection prescreening and background checks. Valid documentation on file at the Garrison Chaplain's office.

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

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 SNB Leader Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Special Needs and/or academic religious education certification and professional development programs.
- 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 SNB orientation is provided by the Garrison Chaplain's Office and is part of the requirement for all Chapel Volunteers.

Time Required

The time commitment is 2-10 hours per week to include:

- Congregational coordination.
- Engagement with participants.
- Preparation and leadership of programs.
- Training.
- Travel to/from SNB programming.

Evaluation

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

Evaluation standards include:

- Demonstrated commitment to the SNB Program measured by recorded and reported volunteer service.
- Fulfillment of SNB Volunteer duties measured by feedback from congregation and participants.
- Communication and coordination with Garrison Chapel staff and other SNB 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 a SNB does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to SNB Volunteer Leaders 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.
- increased skills in care and interpersonal support.

Address

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Contact Person

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AVC Coordinator