

AVC Volunteer Position

Catholic Women of the Chapel, Volunteer

Wiesbaden - Catholic

Summary - CWOC is an integral element of Commanders' and Chaplains' religious support mission.

Position Type	Ongoing position
Posted	9/8/2016
Duties	<p>Catholic Women of the Chapel (CWOC) is a chapel auxiliary in accordance with AR 165-1, para 5-6.a.</p> <p>CWOC is for women who are authorized and assigned religious support from the Garrison Commander.</p> <p>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.</p> <p>CWOC Volunteers are NON-SPECIFIED VOLUNTEERS who will:</p> <ul style="list-style-type: none">- 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 congregation in promoting advertising of CWOC program.- Biweekly (or weekly) - Assist CWOC leader in music, activities, and/or religious study activities with women. The volunteer will clean classroom following the event and notify DRE or Chaplain of supply/resource needs.- Monthly - Participate with the congregation's CWOC in a fun and fellowship activity planned by the Garrison CWOC Coordinating Council.- Quarterly - Participate with the congregation's women in a spiritual resilience activity planned by the Garrison CWOC Coordinating Council.- Semiannually - Participate with the congregation's women in a service project planned by the Garrison CWOC Coordinating Council.

- Annually - Attend CWOC Volunteer Leadership Training planned by the IMCOM-Europe CWOC Working Group.

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

CWOC Volunteers 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. CWOC Volunteers do not serve on children's 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 CWOC Volunteers include:

- CWOC Volunteers will be aged 18 or older.
- Attendance at this Garrison congregation's worship at least twice a month.
- Enjoy helping people and giving back to the community.
- 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.

- CWOC Volunteers may be asked to 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 CWOC Volunteer Training

Other training may include:

- Annual Chapel Child Protection Training

- IMCOM-Europe CARE Center Volunteer Training.

- Catholic 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.

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Orientation

Annual CWOC Volunteer 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 5-10 hours per week to include:

- Congregational coordination.

- Engagement with women and congregation.

- Preparation and leadership of programs.

- Training.

- Travel to/from CWOC programming.

Evaluation	<p>Evaluation is ongoing by the Garrison Chaplain through the DRE and Sponsoring Chaplain.</p> <p>Evaluation standards include:</p> <ul style="list-style-type: none">- Demonstrated commitment to the CWOC Program measured by recorded and reported volunteer service.- Fulfillment of CWOC Volunteer duties measured by feedback from congregation and women.- Communication and coordination with Garrison Chapel staff and other CWOC 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. <p>If the Garrison Chaplain determines that a CWOC Volunteer does not comply with requirements, then the volunteer will be terminated from service.</p>
Benefits	<p>Benefits to CWOC Volunteers include:</p> <ul style="list-style-type: none">- 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 knowledge and involvement in installation and community activities/events.- Eligible for awards and recognition at the local and national level.- Training opportunities to improve communication and organizational skills.- Opportunity to gain supervisory skills.- Personal satisfaction.
Address	<p>USAG Wiesbaden Chapels Wiesbaden APO, Armed Forces Europe -----</p>
Contact Person	<p>Sponsoring Chaplain (314) 548-5176</p>
AVC Coordinator	<p>----- (Insert name) ----- (Insert CIV phone) ----- (Insert DSN)</p>

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