

AVC Volunteer Position

Hospitality (Fellowship and Meals)

Wiesbaden - Catholic

Coordinate or assist in coordinating meals, special occasions, and after mass coffee

Position Type Ongoing position

Posted 11/8/2008

Duties Chapel Hospitality events provide Religious Support to all ages. The support provided is an outgrowth of the Religious Group worship and is therefore categorized as providing an essential element of religious support in accordance with AR 165-1.

These events are for all ages (children, youth, and adult). Children (0-18yo) who attend will stay within line of sight of their parents. Children, youth, and adults participate equally in this program.

Each Hospitality Volunteer is connected with a chapel congregation providing point of contact and leadership for the Hospitality program inside that congregation's structure.

All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office.

The Hospitality Volunteer is a NON-SPECIFIED VOLUNTEER who will:

- Weekly - Assist the congregation in advertising of Hospitality program and building relationships.
- Biweekly (or weekly) - Coordinate or assist coordinating event with meals, special recognitions, and refreshments like coffee. The volunteer will clean meeting space following the event and notify DRE or Chaplain of supply/resource needs.
- Biweekly (or weekly) - Organize and recruit people to help with fellowship by bringing in dishes to share with the congregation.
- Monthly - Participate with the congregation's Hospitality program in a fun and fellowship activity planned by the Garrison Coordinating Council.
- Quarterly - Participate with the congregation's Hospitality Volunteers in a spiritual resilience activity planned by the

Garrison Coordinating Council.

May also serve on Garrison Coordinating Council.

The Leader 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 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

No

Qualifications

Qualifications for Hospitality Volunteers include:
- Attendance at this Garrison congregation's worship at least twice a month.
- Abilities in food preparation and social settings.
- 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 Hospitality Volunteers attend annual training as required in this Position Description.

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 Hospitality Training

Other training may include:

- Annual Food Handler Training
- Annual Chapel Child Protection Training
- IMCOM-Europe CARE Center Volunteer Training.
- Religious and/or academic 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 Hospitality 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 2-6 hours per week to include:

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

Evaluation

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

Evaluation standards include:

- Demonstrated commitment to the chapel program measured by recorded and volunteer service.

- Fulfillment of Hospitality Volunteer duties measured by feedback from congregation and participants.
- Communication and coordination with Garrison Chapel staff and other Hospitality 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 Hospitality Leader does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Hospitality Volunteers include:

- personal religious development through chapel engagement and leadership.
- professional growth through training and program leadership.
- enhanced resilience through interpersonal and religious support.
- build stronger relationships within the congregation by creating an environment that welcomes fellowship.

Address

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Contact Person

Sponsoring Chaplain
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AVC Coordinator