

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Family Readiness Assistant (volunteer)

SUMMARY OF DUTIES: Reports to the Family Readiness Officer (FRO).

Family Readiness Assistants are to assist the FRO in the execution of the Unit Family Readiness Program. The Family Readiness Assistant shall embody the unit commander's family readiness goals and possess a desire to work with Marines and their families in order to increase family readiness and improve quality of life within the unit.

Under the guidance of the FRO, Family Readiness Assistants support the family readiness mission by:

- Welcoming unit families (following command contact)
- Providing feedback from unit families
- Assisting with information and referral services
- Assisting the FRO with family readiness communications, as needed. Will keep the FRO apprised of issues or contacts made with unit families.
- Initiating individual contact with families as necessary and directed by the FRO
- Publicizing morale support events
- Assisting the FRO in evaluating and assessing communication quality and overall effectiveness
- Conducting unit outreach as determined appropriate by the commander or the FRO

In support of the Unit Family Readiness Program, and to promote visibility/accessibility among unit members and families, Family Readiness Assistants should make every attempt to attend all family readiness related functions.

The Family Readiness Assistant shall complete Family Readiness Assistant Training within 30 days of appointment. The Family Readiness Assistant must also attend an appropriate L.I.N.K.S. session prior to or within three months after appointment.

Family Readiness Assistants perform other related duties as assigned by the FRO or unit commander. The Family Readiness Assistant holds a position of trust within the command and with the Marines and their families and as such

must understand and adhere to all confidentiality regulations, Operational Security requirements and protect Personally Identifiable Information.

Family Readiness Assistants shall support the official Unit Family Readiness Program and shall not participate in the planning and coordination of unit morale support events during their term of appointment.

MINIMUM QUALIFICATIONS: The Family Readiness Assistant shall be the experienced spouse or designated parents/extended family member of a member of the unit and should ideally be geographically proximate to the unit. The Family Readiness Assistant shall possess knowledge of family readiness programs, unit structure, and unit procedures. The Family Readiness Assistant shall demonstrate communication skills; have experience in meeting the challenges of the military lifestyle; and have a working knowledge of the current resources available to military families. The Family Readiness Assistant shall be interviewed and selected by the unit commander and FRO, appointed in writing by the unit commander, and trained by the installation Family Readiness Program Trainer within 30 days of appointment.