

MFRC Volunteer Job Description

Program Area

Deployment Program

Position Title

Unit / Ship Family Network Representative Volunteer

Purpose of the Position

The Family Networks are created to help keep people informed during deployments through regular meetings, newsletters and web pages by providing timely and accurate information pertaining to the deployment. In addition, they provide assistance in emergencies, facilitate opportunities for families and loved ones of serving members to share ideas, to make friends with similar interests and concerns. In particular, children benefit from being involved with other children who may be going through similar experiences of abandonment, isolation and it helps to validate those feelings. The Unit / Ship Family Network Representative Volunteer works with the MFRC Deployment Coordinator to provide this opportunity.

Responsibilities and Activities

- Take an active role in the Unit's Deployment Support Programming for families.
- Provide information and resources.
- Serve as a liaison between the Unit the MFRC and families.
- Monitor Family Network Email
- Keep an up to date list of Network Membership and send copy to Deployment Coordinator monthly
- Promote the development of the Family Network
- Liaise with MFRC Marketing and Communications Coordinator in reference to Public Relations opportunities and issues.
- Respond with caring, compassion and sensitivity to an adult or child that may be fearful, shy, upset, hurt or angry
- Ongoing liaison with MFRC Deployment Coordinator and Deployment Staff for support and resources.
- Lead the Family Network in building sub committees which will:
 - Provide information to families and loved ones of military members.
 - Provide support and appropriate referrals, especially during deployments.
 - Plan events and activities for families and loved one of military members.
 - Organize and manage sub committees for various components of your Family Network i.e. Newsletter, Homecoming, Social and Sunday Session Committees.

Qualifications

- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Ability to work as a positive member of a team
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to work with Groups
- Have a family member or partner within the unit.
- Commitment and motivation to the Family Network Team
- Completion of MRFC volunteer application process
- Ability to use MS Express or MS Outlook
- Home Computer with Internet Account

Training and Supervision to be provided

- General organization and volunteer program orientation
- Attend monthly Family Network Team Meetings
- Supervision provided by Deployment Coordinator
- Attend Yearly Family Network Volunteer Training Session
- Training in managing the Stories from Sea / Stories from Afar Reading Program.

Evaluation

- Ongoing feedback provided by Family Network Members
- Formal mutual evaluation provided at end of any deployment greater than 3 months

Time Commitment

- Ability to commit to monthly Network Team Meetings (usually on the first Monday of each month – childcare is available upon request)
- Ability to answer emails in a timely fashion
- Ability to attend Network Activities (usually once a month, when the unit is deployed)

Location

Specific locations vary depending on activity. Monthly Team meetings are held at Work Point and CPAC MFRC locations.

Benefits of Volunteer Position

- Opportunity to support and give back to your military community
- Gain valuable experience working with adults in a group setting
- Free childcare hours are earned for volunteer hours contributed
- Insight into the military lifestyle and its challenges
- Letter of Reference
- Training opportunities
- Invitation to formal recognition events

Who to contact

Coordinator of Volunteers at 363-3801 or Deployment Coordinator at 363-3071