

# AVC Volunteer Position

## Facilitator

ACS: American Family Action Plan (AFAP)

Position Type  
Duties

Special Event

- Serve as neutral steward of workgroup.
- Keep workgroup focused during breakout sessions.
- Encourage participation by group members.
- Maintain timeline set forth by AFAP Coordinator
- Work with group Recorder, Transcriber, Issue/Staff Support Personnel, and Subject Matter Experts for accurate reporting of issues.
- Ensure delegates complete symposium evaluation forms forward to AFAP Coordinator.
- Ensure concise precise wording of proposed issues recommended solutions.
- Focus energy of the group on a common task.
- Suggest alternative methods procedures.
- Protect individuals their ideas from attack.
- Help group find win/win solutions.
- Attend AAR meetings provide input for final After Action Report.
- Serve as a spokesperson for the AFAP program.
- Adhere to guidelines outlined in AR 608-47, Army Family Action Plan, AFAP Program Handbook and the installation AFAP Program SOP.
- Report any safety issues to ACS Volunteer Coordinator
- The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License Required No  
Qualifications

- Familiarity with the AFAP process.
- Completion of AFAP Facilitator training.
- Facilitation skills for small and large group discussion.
- Ability and willingness to speak in front of a group.
- Clear and concise communications skills.
- Time management skills.

Training

AFAP Facilitator training (2 hours)  
AFAP Issue Development training (1 hour)

Orientation

ACS Volunteer Orientation  
AFAP Orientation

Delegate

ACS: Army Family Action Plan (AFAP)

Time Required

Attendance at Workgroup (8 hours)  
Attendance at Report Out Session (2 hours)  
FRTI training (3 hours)  
AAR meeting (1 hour)

Evaluation  
Benefits

None

- Help make our military community a better place to live and work.
- Volunteer hours/experience for resume.
- Develop facilitation skills

Address

Bldg. 318  
SHAPE, Armed Forces Europe 09705  
Belgium

Contact Person

AFAP Program Manager  
423-5324  
aftbfamily@eur.army.mil