

# AVC Volunteer Position

## Workgroup Coordinator

ACS: American Family Action Plan (AFAP)

Position Type  
Duties

Special Event

- Attend required volunteer training sessions.
- Manage attendance and mail boxes during AFAP Conference.
- Submit AFAP Workgroup status report during Advisory Council Meetings.
- Staff each workgroup with delegates by considering delegate demographics and workgroup focus areas.
- Develop FRTI teams for staffing of each workgroup.
- During conference ensure workgroups have all necessary supplies and equipment.
- Working with Issue Manager, identify SMEs and ensure SMEs are available for workgroups during AFAP conference.
- Attend After Action Review meetings and provide input for the final After Action Report.
- Serve as a spokesperson for the AFAP program.
- Ensures selected priority issues are not currently active or have been closed within the past 3 years of the conference.
- Adhere to guidelines as outlined in AR 608-47, Army Family Action Plan, AFAP Program Handbook, and the installation AFAP Program SOP.
- Report any safety issues to the ACS Volunteer Coordinator that may render you, the volunteer staff, and/or students susceptible to injuries.
- 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.
- Training experience.
- Completion of AFAP Volunteer training.
- Ability and willingness to speak in front of a group.
- Clear and concise communication skills.
- Time management skills.

Training

AFAP Issue Support 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.

Address

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Contact Person

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