

MFRC Volunteer Job Description

Program Area

Deployment & Absences Program

Position Title

Family Network Volunteer

Purpose of the Position

Family Networks help keep friends and families informed during deployments and absences by providing timely and accurate information. In addition, they facilitate social activities and events, offering opportunities for loved ones of serving members to connect with others going through the same experience. The Family Network Volunteer works with the Deployment & Absences Team and other Family Network Volunteers to provide these opportunities.

Responsibilities and Activities

- Take an active role in the MFRC and Unit's deployment and absence support programming for families
- Serve as a liaison between the MFRC, families and the Unit
- Provide information and resources to families and loved ones of military members
- Provide support and appropriate referrals, especially during deployments and absences
- Respond with care, compassion and sensitivity to an adult or child that may be experiencing a range of emotions
- Monitor Family Network email account and Facebook page
- Keep an up-to-date list of Family Network members
- Plan, organize and host events and activities for the Family Network during deployments and absences, with assistance from the Deployment & Absences Team and other Family Network Volunteers
- Promote the development of the Family Network

Qualifications

- Ability to be energetic, resilient and maintain a sense of humour when personal resources are challenged
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to work as a positive member of a team
- Commitment and motivation to the Family Network Team
- Ability to use Gmail
- Have a Facebook account
- Have a home computer with Internet access
- Completion of MFRC volunteer application process
- Having a family member or friend within the unit is considered an asset

Training and Supervision

- Family Network program orientation/training
- Monthly Family Network Team Meetings
- Various workshop and training opportunities will be offered intermittently
- Supervision provided by the Deployment & Absences Team

Evaluation

- Ongoing feedback provided by Deployment & Absences Team and Family Network members
- Mutual evaluation provided upon exit

Time Commitment

- Ability to answer emails and Facebook messages in a timely manner
- Ability to monitor, post and provide accurate information via Facebook
- Ability to commit to monthly Family Network Team Meetings
- Ability to plan, organize and/or attend Family Network activities

Location

Specific locations vary depending on the activity. Monthly Team Meetings are held virtually on Zoom.

Benefits of Volunteer Position

- Letter of Reference / Volunteer hours for Personal Evaluation Report/School
- Opportunity to support and give back to your military community
- Gain valuable experience working with adults in a group setting
- Insight into the military lifestyle and its challenges
- Training opportunities
- Invitation to formal and informal recognition events
- Free childcare hours for children under 5 are earned for volunteer hours contributed (unless childcare is provided during volunteering)
- Free parking

To Apply

Please apply online at <https://connect.esquimaltmfrc.com/volunteering/>

Questions can be directed to the Deployment & Absences Team at 250-363-2640