



American Red Cross
Greater Richmond Chapter

**Volunteer Position Description
Services to the Armed Forces
Military Family Assistance Administrator**

Location	Services to the Armed Forces office, Disaster Services
Position Title	Military Family Assistance Administrator
Purpose	To provide information on Red Cross assistance available to active duty and retired members of the military and their families.
Key Responsibilities	<ul style="list-style-type: none">• Willingness to support the American Red Cross mission• Attend pre- and post-deployment briefings on behalf of the Red Cross• Attend military family events held throughout deployments on behalf of the Red Cross• Assist in the development of Chapter programs to address the needs of military families
Qualifications/ Skills Needed	<ul style="list-style-type: none">• Computer, e-mail, and Internet usage• Outgoing, helpful personality• Personal knowledge of the needs of military families helpful, but not required
Training	<ul style="list-style-type: none">• Orientation to the American Red Cross
Reports to or Partners with	Reports to Coordinator, Services to the Armed Forces Partners with McGuire VA Medical Center Red Cross VAVS representative
Length of Appointment	Unlimited
Time Commitment	1 to 2 days a week at the Chapter, occasional weekends
Development Opportunities	Position responsibilities can grow as the programs expand. There are opportunities to become involved with other chapter military activities that focus on the needs of service members and their families.

I understand the responsibilities and qualifications of this volunteer position, and agree to fulfill them to the best of my ability.

PRINT NAME

SIGNATURE

DATE