Position Description

Army Volunteer Corps - **(your organization here)**

Position Title: Employment Readiness Support Staff

Primary Objective: To assist the ACS Director and Program Manager with administrative components of program management.

Supervisor: Employment Readiness Program Manager

Description of Duties:
-Assist Readiness PM with the program resources to meet the needs of Clients.
-Perform administrative tasks related to program management
-Make necessary connections to outside agencies to stay up to date on available resources
-Maintain an employment resource lists
-The regular use of a motor vehicle, private or government owned or leased is not required for the specific duties performed and specifically prohibited. **(Required statement)**

Time required: Flexible hours, to be determined by PM and Volunteer staff

Qualifications:
-Basic computer skills.
-Ability to effectively communicate with ACS staff and outside partner agencies.
-Pleasant phone etiquette
-Knowledge of ACS programs and components

Benefits to the Volunteer:
-Own work space
-Ready access to ACS resources
-Professional and personal Development
-Fun working environment

Term: 6 months with a 3 month trial period **(you must have a length of time)**

Training:
-All necessary training will be provided
-Installation/ACS orientation

Supervision and Evaluation:
- ACS Director; ongoing informal evaluation will be conducted by ACS Director with a 3 month trial period
(first line and second line supervision is suggested)

_____   _____   _____
Volunteer's Signature   Date   Supervisor's Signature
(Do your best to keep your position descriptions to one page) (Hard copies of signed descriptions are required for personnel files in addition to a completed DD Form 2793)