

## **INTRODUCTION**

### **VOLUNTEERING: A VITAL RESOURCE FOR CARLISLE BARRACKS COMMUNITY**

Volunteering is an American tradition and is especially evident in the military community. The military lifestyle requires a team effort with family members supporting soldiers and families in a variety of ways. Volunteering is the free giving of one's time and talents for work deemed beneficial and essential to the community. Volunteering is not a new phenomenon, but instead a deep-rooted tradition in military life which has changed the traditional stereotype and role of volunteering and has placed extensive importance upon the value of a volunteer's time and feeling of satisfaction for providing a worthwhile service. Volunteers at Carlisle Barracks are composed of a wide cross-section encompassing active duty of all ranks, family members, civilian employees, retirees, International Fellows, and youth. Their value and contributions cannot be overlooked because they provide a valuable resource that greatly enhances the quality of life at Carlisle Barracks.

As community members, volunteering can be as informal as sponsoring an incoming family, providing meals for others during illness and hospitalization, beautifying the housing areas, or chaperoning a youth group. Volunteering can also be more formal when one gives time for a specific organization such as Army Community Service (ACS), Red Cross, and the Thrift Shop. This booklet is designed to encourage volunteerism and to outline the numerous options and organizations which rely on volunteer efforts.

### **WHY VOLUNTEER?**

Support the community and be involved. Gather valuable experience and connections for future jobs. Gain satisfaction from helping others in worthwhile endeavors and joining others in common goals. Provides a great opportunity to meet people, explore new skills and new careers.

### **WHY ME?**

Everyone needs to feel worthwhile and needed. We all have skills and ideas which can help to make important changes in programs that affect our military lifestyle.

### **WHERE DO I BEGIN?**

Read about the organizations on Carlisle Barracks in this booklet, call the points of contact, and ask questions. Assess your interests, time, and needs (ACS Family Member Employment Readiness Manage Program (ERPM) can assist). Keep track of time, skills, and responsibility spent volunteering (record keeping information and job descriptions to follow). Keep in mind that volunteers are professionals, team members, and partners in a cohesive and fulfilling atmosphere. Although volunteers are not paid, they are trained, supervised, and given knowledge and experience which could enhance job opportunities in the future.

## **TEN COMMANDMENTS FOR VOLUNTEERS**

1. Understand the job you undertake to do.
2. Accept training appreciatively, and contribute your knowledge and experience.
3. Match your interest to the needs about you and therefore to the job.
4. Serve with faithfulness and continuity; listen for and report new insights.
5. Discover your job's relationship to the total program of which it is a part.
6. Open yourself to opportunities for growth in skills, sympathy, self-confidence and Responsibility.
7. Value your special two-way role as community interpreter.
8. Contribute to your supervision by self-evaluation and a willingness to ask questions.
9. Give loyally to your institution, its staff, and its program.
10. Take pride in the volunteer career. It pays handsomely in treasure of the spirit.

## VOLUNTEER RIGHTS

I. The right to be treated as a co-worker.

- \* not as “just free help”
- \* not as a “prima donna”

II. The right to a suitable assignment.

- \* with consideration for personal preference, life experience, temperament, and employment background

III. The right to know as much about the organization as possible.

- \* its policies
- \* its people
- \* its programs

IV. The right to training for the job.

- \* thoughtfully planned and effectively presented

V. The right to continuing education.

- \* follow-up to the initial training
- \* information about new developments
- \* training for greater responsibility

VI. The right to sound guidance and direction.

- \* by someone who is experienced, well-informed, patient, and thoughtful who has time to invest in giving guidance

VII. The right to promotion and a variety of experiences.

- \* through advancement to assignments of more Responsibility
- \* through transfer from one activity to another
- \* through special project assignments

VIII. The right to be heard.

- \* to have a part in planning
- \* to feel free to make suggestions
- \* to have respect shown for an honest opinion

IX. The right to recognition.

- \* in the form of promotion and awards (or some tangible evidence)
- \* through day-by-day expressions of appreciation
- \* by being treated as a bona-fide co-worker

X. The right to a place to work.

- \* an orderly, designated place, conducive to work
- \* worthy of the job to be done.

(Author: Rusty Erskine)

## A TRIBUTE TO VOLUNTEERS

The seven faced Saint Peter.  
Each one had earned this place.  
They knew that they stood ready  
to claim the gift of grace.

And in Saint Peter's keeping  
there was a crown so bright;  
with a million stars all twinkling  
and sending out their light.

"Now all will get your halos.  
You merit this I know:  
but only one has earned this crown  
that sheds a special glow."

Saint Peter said, "Now tell me  
why you deserve this crown."  
With a smile so wise and loving  
he looked them up and down.

The farmer was the first to speak.  
"The masses did I feed;  
I've kept the world from hunger;  
I've met their basic need."

"Yes," said the tailor, bridling.  
"You've sown the seed and grain.  
But I have clothed the people  
and cloaked them from the rain."

"Oh, food and clothes are needed,"  
The foreman quickly said.  
"But, without the factory workers,  
all progress would be dead."

"Oh, progress is important,  
as a lawyer, I agree.  
But what about our courtrooms  
and the laws that keep us free?"

"But what good is all this freedom  
and what good is all this wealth?  
As a doctor I deserve the praise—  
I've given others health.  
"No, you haven't made much money;  
Volunteers are seldom paid.  
Yet you've earned so many treasures,  
the kind that will not fade."

"And I could go on listing  
the things that knew your touch.  
But I think it quite enough to say,  
The world owes YOU so much."

Then Saint Peter took that diadem  
and placed it on her head;  
As the gates of Heaven opened,  
"Well done, my child," he said.

"That's true," exclaimed the preacher  
"Each of you fulfilled a goal.  
But you have served the body  
while I have fed the soul."

Then Saint Peter turned and questioned  
the last one standing there.  
"And what have you accomplished  
to ease another's care?"

"Saint Peter, I've done nothing--  
"Just plodded through each year;  
I haven't anything to say;  
I'm just a volunteer."

Saint Peter smiled and shook his head,  
and said, "My child, stand tall;  
You've given freely of yourself--  
the greatest gift of all."

"You had to coach that little league  
which no one else would take;  
You had to furnish cookies  
which no one else would bake."

"That boy that was a problem--  
You told him, "Son, you can!"  
Because of your encouragement  
he'll be a better man."

"The nice young soldier's family  
would be apart today  
without your thoughtful words of cheer  
to help them on their way."

"You worked so hard in Red Cross,  
and then there was ACS;  
Whenever you were needed  
you always answered, Yes!"

You worked for your community  
though others never knew;  
The theater group, the PTA  
all owe their thanks to you."

by Pat Tillman (National Military Family Association)

## **“VOLUNTEER VIEWPOINT”**

If you want my loyalty, interest, and best effort, remember that.....

1. I need a SENSE OF BELONGING – a feeling that I am honestly needed for my total self, not just for my hands, nor because I take orders well.
2. I need to have a sense of sharing in planning our objectives. My need will be satisfied only when I feel that my ideas have had a fair hearing.
3. I need to feel that the goals and objectives arrived at are within reach and that they make sense to me.
4. I need to feel that what I'm doing has real purpose or contributes to human welfare—that its value extends even beyond my personal gain or hours.
5. I need to share in making the rules by which together we shall live and work toward our goals.
6. I need to know in some clear detail just what is expected of me, not only my detailed task but where I have opportunity to make personal and final decisions.
7. I need to have some responsibilities that challenge, are within range of my abilities and interest, and contribute toward reaching my assigned goal, and that cover all goals.
8. I need to see that progress is being made toward the goals we have set.
9. I need to be kept informed. What I'm not up on, I may be down on. (Keeping me informed is one way to give me status as an individual.)
10. I need to have confidence in my superiors based upon assurance of consistent, fair treatment, recognition when it is due, and trust that loyalty will bring increased security.

In brief, it really doesn't matter how much sense my part in this organization makes to you. I must feel that the whole deal makes sense to me.

I would add that hopefully the whole deal makes sense to everyone involved: the clients; staff; volunteers; and you.

(Author: Marlene Wilson,  
The Effective Management of Volunteer Programs)

## CHAPTER II

### CARLISLE BARRACKS VOLUNTEER OPPORTUNITIES

#### INDEX OF JOB DESCRIPTIONS

##### ARMY COMMUNITY SERVICE OFFICE

- Public Relations Representative
- Special Project Assignment
- Career Counselor (Individual)
- Career Counselor (Group)
- ACS Center Staff Worker
- EFMP Chairman
- Welcome Committee Outreach

##### BARRACKS CROSSING STUDIOS & SERVICES

- Class Demonstrator
- Framing Assistant
- Class Preparation Assistant

##### BOY SCOUT TROOP 173

- Committee Chairman
- Treasurer
- Outdoor Activity Chairman
- Secretary
- Advancements
- Scoutmaster
- Assistant
- Special Event Coordinator
- Merit Badge Coordinator

##### CHILD DEVELOPMENT CENTER

- Child Development Aide
- Clerical Aide
- Family Child Care Outreach Aide
- Instructor for Family Child Care Program Training

##### COMMUNITY RECREATION BRANCH SPORTS

- Coaches
- Scorekeepers
- Timekeepers
- Officials

##### GIRL SCOUTS

- Troop Leaders/Assistant Leaders
- Troop Committee Assistant

##### INTERNATIONAL FELLOWS – SPONSORSHIP PROGRAM

- International Fellows Sponsor

#### MILITARY HISTORY INSTITUTE

Military Publications Clerk  
Archivist Assistant  
Curator Assistant

#### POST CHAPEL

Protestant and Catholic Youth Workers  
Choir Members  
Protestant Bell Choir Members

#### RED CROSS

Pharmacy Assistant  
Clerk Assistant  
Volunteer Coordinator  
Ambulatory Services Volunteer  
Behavioral Health/Social Work Services

#### SPOUSES CLUB

Varied

#### YOUTH SERVICES

Chaperone  
Instructors  
(Fund Raiser) Orders Coordinator for Sub/Ham Sandwich Sale  
Newsletter Staff Members  
Parent Advisory Board – Active Members  
Program Coordinator/Publicity Assistant  
Junior Teen Program Coordinator  
Junior Teen Secretary  
President of Teen Council  
Vice President of Teen Council  
Teen Volunteer Recruiter  
Homework Helper

#### YOUTH SPORTS

Coaches/Assistant Coaches  
Team Mothers  
Scorekeepers  
Sports Official  
Basketball, Soccer, Bowling, and Softball Commissioners  
Select Boys Basketball Coach

#### VOLUNTEER INCOME TAX ASSISTANCE

ACS: Army Community Service (ACS)

**PUBLIC RELATIONS REPRESENTATIVE**

Position Type	Ongoing position
Posted	12/1/2014
Duties	<p>Familiarize yourself with all resource materials. Recruit new employees to participate in program services through use of directories and classified advertisements. Assist program manager with publicity and coordination of special events.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under direction of ACS Director or Program Manager. Tact and patience are preferred qualities for volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet.
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**VOLUNTEER SPECIAL PROJECTS AND EVENTS**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Varied according to skills of applicant and program needs.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**CAREER COUNSELOR (INDIVIDUAL)**

Position Type	Ongoing position
Posted	12/1/2014
Duties	<p>Familiarize oneself with all resource material and manage one hour appointments with clients. Program goals are maintained in support of program and individually assigned clients.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet.
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**CAREER COUNSELOR (GROUP)**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Familiarize oneself with all resources and manage one hour appointments with clients. Program goals are maintained in support of program and group assigned clients. Will act as group leader to facilitate job search for individuals desiring to participate in the Employment Readiness program.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Three hours of training to cover procedures of scheduling and review possible trainers, minimum of three hour work week schedule according to volunteer availability.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job-Training)
Orientation	Interview and question sheet.
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**INFORMATION AND REFERRAL ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Direct clients to appropriate department managers; make sure they sign the client usage book. Keep front area and community resource area tidy. Assist staff with typing as needed for department managers. Assist clients with lending closet as needed.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	On the Job Training, Tact and Patience
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health Injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	To be conducted annually or as special projects are completed
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**EFMP PROGRAM CHAIRMAN**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Assist EFMP Manager with all administrative tasks (maintain current files, assembling Welcome Packets, sending out information Questionnaires and the Health Related surveys, assist with planning for monthly parents meetings, and conduct/lead parent meetings), to serve as liaison with civilian community and to engage in events of social and sports nature.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standard, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**EFMP VOLUNTEER STAFF WORKER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Maintain current files on resources available for disabled persons, assemble Welcome Packets, assist EFMP Manager in sending information questionnaires and Health Related surveys to local organizations for the purpose of updating data in the Information and Referral files, support EFMP manager with typing duties, serve as liaison with the community-based programs, assist with program planning for monthly parents meetings, and conduct/lead parents meetings. One hour per month for EFMP Volunteers' meeting. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Evaluation Standard, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers, completed after the event.
Benefits	None
Address	Bldg. 632 Wright Avenue Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**WELCOME COMMITTEE OUTREACH CHAIRMAN**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Oversee the Welcome Committee Program and report all discrepancies to the I&amp;R and Relocation Program Manager. Attend ACS meetings and training sessions. Ensure all volunteers on the Welcome Committee have been properly trained. On a weekly basis report to ACS I&amp;R and Relocation Manager to pick up or drop off any new information pertaining to visits. Coordinate daily, weekly and monthly reports of all Welcome Committee progress visits as necessary to the ACS. Ensure that all visits have been assigned. Provide feedback to project manager after welcoming visits.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**EMPLOYMENT READINESS TRAINING COORDINATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Assist in scheduling training programs offered through the Employment Readiness Program. Establish dates, under program manager's supervision, to present information about variety of employment related issues. Recruit qualified cost effective trainers from on-post and the community. Assist program manager in publicizing activities.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**INFORMATION AND REFERRAL ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Assist in scheduling training programs offered through the Employment Readiness Program. Establish dates, under program manager's supervision, to present information about variety of employment related issues. Recruit qualified cost effective trainers from on-post and the community. Assist program manager in publicizing activities.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

ACS: Army Community Service (ACS)

**RELOCATION ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Assist Relocation Manager with newcomers, PCs and Deployment. In and Out process new personnel. Assist with welcome events. Provide information to personnel on moving to new locations.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Evaluation Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Donna Jones Relocation Program Manager (717) 245-3685 donna.a.jones.civ@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Community Service (ACS)

**VOLUNTEER SUPERVISOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Assist Volunteer Coordinator with daily duties in developing volunteer program. Design volunteer assignments in coordination with the program. Review all volunteer job descriptions for appropriateness and compliance. Ensure all programs have written procedures for their volunteers. Monthly volunteer meetings with OPOCs. Maintain volunteer records.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Orientation, ACS Administration needs, Standard of Conduct, Crisis Intervention and Protocol, Confidentiality requirements, Information and Referral, Performance and Eval Standards, EEO Procedures, Safety Protocol/Health injuries, Computer information (On-The-Job Training)
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

ACS: Army Family Action Plan (AFAP)

**ADVISOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Assist the AFAP Coordinator in developing and coordinating the AFAP program initiatives, goals and objectives. Provide counsel and assistance in identifying and recruiting volunteers. Serve as member of the Advisory Council. Adhere to guidelines as outlined in AR 608-47 Army Family Action Plan, AFAP Handbook, and the installation AFAP SOP.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Volunteer Orientation AFAP Program Overview AFAP Advisor Training AFAP Issue Development Training
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

ACS: Army Family Action Plan (AFAP)

**ADVISORY COUNCIL SECRETARY**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Attend required ACS and AFAP trainings. Attend AFAP Advisory Council meetings. Ensure members sign in for meeting. Record meeting minutes. Maintain and update volunteer rosters. Adhere to guidelines as outlined in AR 608-47 Army Family Action Plan, AFAP Handbook, and the installation AFAP SOP.
	The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Volunteer Orientation AFAP Program Overview AFAP Volunteer Training
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil

ACS: Army Family Action Plan (AFAP)

**DELEGATE**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Provide input in the workgroup assigned to during the conference to work on issues submitted. Rank the issues according to the consensus of the workgroup. Attendance at entire conference is required.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	Provided day of conference.
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

ACS: Army Family Action Plan (AFAP)

**FACILITATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Serve as neutral steward for workgroup. Keep workgroup focused during breakout sessions. Ensure concise and precise wording of proposed issues and recommended solutions. Attend after action meetings and provide input for AAR report. Adhere to guidelines as outlined in AR 608-47 Army Family Action Plan, AFAP Handbook, and the installation AFAP SOP.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Volunteer Orientation AFAP Program Overview AFAP Facilitator Training AFAP Issue Development Training
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 Jacqueline.chicchi.civ@mail.mil ACS: Army Family Action Plan (AFAP)

ACS: Army Family Action Plan (AFAP)

**RECORDER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Attend required trainings. Serve as secretary of the workgroup. Ensure concise and precise wording of proposed issues and recommended solutions. Attend after action meetings and provide input for AAR report. Adhere to guidelines as outlined in AR 608-47 Army Family Action Plan, AFAP Handbook, and the installation AFAP SOP.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Works under the direction of ACS Director or Program Manager. Tact and patience are preferred qualities for Volunteers in this program.
Training	ACS Volunteer Orientation AFAP Program Overview AFAP Recorder Training AFAP Issue Development Training
Orientation	Interview and question sheet
Time Required	Varies
Evaluation	Annually or if they are Special Project Volunteers to be completed after the event.
Benefits	None
Contact Person	Jacqueline Chicchi Army Volunteer Program Manager (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Arts & Crafts

**CLASS DEMONSTRATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Demonstrate art classes.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	A prior knowledge of art supplies and equipment would be helpful, but not required.  Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies. The Center is open Monday-Thursday 1300-2100; Friday and Saturday 0900-1600.
Evaluation	None
Benefits	None
Address	Barracks Crossing Studios 870 Jim Thorpe Road Carlisle Barracks, Pennsylvania 17013
Contact Person	Curt Keester (717) 245-3020 curtis.d.keester.naf@mail.mil

Community Recreation: Arts & Crafts

**FRAMING ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Assist in Framing.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	A prior knowledge of art supplies and equipment would be helpful, but not required.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies. The Center is open Monday-Thursday 1300-2100; Friday and Saturday 0900-1600.
Evaluation	None
Benefits	None
Address	Barracks Crossing Studios and Services 870 Jim Thorpe Rd. Carlisle Barracks, Pennsylvania 17013
Contact Person	Curt Keester (717) 245-3020 <a href="mailto:curtis.d.keester.naf@mail.mil">curtis.d.keester.naf@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Arts & Crafts

**CLASS PREPARER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Help with class preparation  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	A prior knowledge of art supplies and equipment would be helpful, but not required.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies. The center is open Monday-Thursday 1300-2100; Friday and Saturday 0900-1600.
Evaluation	None
Benefits	None
Address	Barracks Crossing Studios 870 Jim Thorpe Rd. Carlisle, Pennsylvania 17013
Contact Person	Curt Keester (717) 245-3020 curtis.d.keester.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi jacqueline.chicchi.civ@mail.mil

Boy Scouts: Boy Scouts - General

**COMMITTEE CHAIRPERSON**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys is essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**TREASURER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 <a href="mailto:mark.a.haseman.mil@mail.mil">mark.a.haseman.mil@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**OUTDOOR ACTIVITY CHAIRMAN**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Carlisle Barracks, Pennsylvania 17013 Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**SECRETARY**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**ADVANCEMENT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 <a href="mailto:mark.a.haseman.mil@mail.mil">mark.a.haseman.mil@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**SCOUTMASTER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**SPECIAL EVENTS COORDINATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Boy Scouts: Boy Scouts - General

**MERIT BADGE COORDINATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Vary according to position selected.
Credential or License Required	No
Qualifications	Prior experience in scouting is helpful, but certainly not required. A little patience and a willingness to work with boys are essential for adult scout leaders.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	The troop meets each Monday evening from 1900-2030 in the Youth Center. All committee members need not attend each meeting. Depending on the position, members spend up to three hours per week on Scout matters and usually share supervision responsibility for the monthly campouts or other major activities. Merit badge counselor works with the scouts on an individual basis (or formal groups of 4-15 scouts) in their specific area of expertise to help them earn merit badges.
Evaluation	None
Benefits	None
Address	Chapel Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	COL Mark Haseman (717) 245-4307 mark.a.haseman.mil@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Child Development Service

**CHILD DEVELOPMENT AIDE**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Provide direction and support to the children in their developmental activities under the direction of the Program Director or Lead caregiver.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	<p>The volunteer can enter into the program phase of developmental planning or simply implement the current activity schedule. Area of special interest (music, cooking, physical exercise, etc) is a plus. Specialized training can be required in some areas.</p> <p>A selected background clearance and a medical evaluation are required.</p>
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	As often as he or she wishes to work with the children, working within the hours of operation.
Evaluation	None
Benefits	None
Address	Child Development Center 455 Fletcher Rd. Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4638 Jacqueline.schultz@us.army.mil

CYS: Child Development Service

**CLERICAL AIDE**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Typing, computer operating, collating, poster-flyer design, etc.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Must be 18 years or older.  Selected background clearances and a medical evaluation are required. Specialized training may be required.
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	A willingness to place his or her name on an on-call list. Time to be coordinated with the volunteer and each specified need.
Evaluation	None
Benefits	None
Address	Child Development Center 455 Fletcher Rd. Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4638 Jacqueline.schultz@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Child Development Service

**FAMILY CHILD CARE OUTREACH COORDINATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Provide information, referral and recruiting services. Assisting and implementing Toy/Resource Lending Library for Family Child Care Providers. Assisting in organizing special events for FCC Provider's and children (i.e., Easter Egg Hunt, field trips).</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Must be 18 years old. Individual must have clerical skills with organizational ability and public relations. A selected background clearance check and a medical evaluation are required.
Training	Specialized training may be required.
Orientation	To be conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Child Development Center 455 Fletcher Rd. Carlisle Barracks, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4638 Jacqueline.schultz@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Child Development Service

**Instructor for Family Child Care Program Training**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Instruct FCC Providers in specialized areas: Nutrition, Early Childhood Education, Business, Law.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Must be 21 years or older. A selected background clearance check and a medical evaluation are required.
Training	Specialized training in specific area of instruction.
Orientation	To be conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Child Development Center 455 Fletcher Rd. Carlisle Barracks, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4638 Jacqueline.schultz@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Sports & Fitness

**COACH**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Coach for flag football, basketball, volleyball, softball, golf, bowling, life-time sports.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Knowledge of fundamentals, member of the official governing body of that sport, or have two years experience officiating a recreation league.
Training	Initial interview, orientation
Orientation	Conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Jim Thorpe Fitness Center 120 Forbes Carlisle Barracks, Pennsylvania 17013
Contact Person	Don Watkins (717) 245-4343 don.b.watkins.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Sports & Fitness

**Scorekeeper**

Position Type	Ongoing position
Posted	02/01/2014
Duties	Keep score for flag football, basketball, volleyball, softball, golf, bowling, life-time sports.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Knowledge of fundamentals, member of the official governing body of that sport, or have two years experience officiating a recreation league.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Jim Thorpe Fitness Center 120 Forbes Carlisle Barracks, Pennsylvania 17013
Contact Person	Don Watkins (717) 245-4343 don.b.watkins.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Sports & Fitness

**TIMEKEEPER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Timekeeper for flag football, basketball, volleyball, softball, golf, bowling, life-time sports.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Knowledge of fundamentals, member of the official governing body of that sport, or have two years experience officiating a recreation league.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Jim Thorpe Fitness Center 120 Forbes Carlisle Barracks, Pennsylvania 17013
Contact Person	Don Watkins (717) 245-4343 don.b.watkins.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Community Recreation: Sports & Fitness

**OFFICIAL**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Officiate at flag football, basketball, volleyball, softball, golf, bowling, life-time sports.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Knowledge of fundamentals, member of the official governing body of that sport, or have two years experience officiating a recreation league.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Jim Thorpe Fitness Center 120 Forbes Carlisle Barracks, Pennsylvania 17013
Contact Person	Don Watkins (717) 245-4343 don.b.watkins.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Girl Scouts: Girl Scouts

**Troop Committee Assistant**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Provide support for troop such as attending and preparing for meetings and special events, sharing skills or hobbies, provide transportation, assist with record keeping, or assist with outdoor program.
Credential or License Required	No
Qualifications	Willingness to help.  Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.
Training	Basic leadership training provided.
Orientation	To be conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Chapel, Bldg 462, Mara Circle Carlisle Barracks, Pennsylvania 17013, Pennsylvania 17013
Contact Person	Mary Winslow (717) 249-4280 <a href="mailto:winslowr@pa.net">winslowr@pa.net</a>
AVC Coordinator	Jacqueline Chicchi <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a> 717-245-4357

IFP Conversation and Culture

**INTERNAL FELLOWS SPONSOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Each year, 40 International Fellows (IFs) are invited to attend the USAWC. Each IF is paired with an AWC sponsor. The sponsor's duties include helping the IF and his family to get settled and then to act as a special friend throughout the IF's stay in America. The sponsor is the first person the IF turns to when he needs information or assistance. We also have back-up sponsors who assist the international families when the primary sponsor is unavailable.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	None
Training	Provided
Orientation	To be conducted by staff.
Time Required	Sponsoring is a year long commitment. The time required varies during the year. It is most time consuming the first month after the IF's arrival and again the last weeks prior to his departure.
Evaluation	None
Benefits	Sponsors enjoy attending several free activities during the year with their International Fellow. However, the tangible benefits of being a sponsor are certainly outweighed by the unique opportunity to meet and become friends with an international peer. Sponsorship is a wonderful experience that can be shared with the whole family.
Address	International Fellows Office 122 Forbes Ave. Carlisle Barracks, Pennsylvania 17013
Contact Person	Ashlea Cordell-Lowe ashlea.r.cordell-loweciv@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Museums: Military History Institute

**MILITARY PUBLICATIONS CLERK**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Organizing, inventorying, and filing military publications.
Credential or License Required	No
Qualifications	Experience in the history field or in libraries and/or typing or word processing skills are useful but not required.
Training	Initial interview and orientation
Orientation	Conducted by staff.
Time Required	Recommend four hours per week minimum.
Evaluation	None
Benefits	None
Address	Army Heritage Education Center 950 Soldiers Drive Carlisle, Pennsylvania 17013
Contact Person	Sarah Pendleton (717) 245-4221 sarah.a.pendleton.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Museums: Military History Institute

**ARCHIVIST ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Filing, recording, and cataloging the manuscript collections.
Credential or License Required	No
Qualifications	Experience in the history field or in libraries and/or typing or word processing skills are useful but not required.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Recommend four hours per week minimum.
Evaluation	None
Benefits	None
Address	Army Heritage Education Center 950 Soldiers Drive Carlisle, Pennsylvania 17013
Contact Person	Sarah Pendleton (717) 245-4221 sarah.a.pendleton.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Museums: Military History Institute

**CURATOR ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Working with the photographic collection and/or entering data into automated database.
Credential or License Required	No
Qualifications	Experience in the history field or in libraries and/or typing or word processing skills are useful but not required.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Recommend four hours per week minimum, but not required.
Evaluation	None
Benefits	None
Address	Army Heritage Education Center 950 Soldiers Drive Carlisle, Pennsylvania 17013
Contact Person	Sarah Pendleton (717) 245-4221 <a href="mailto:sarah.a.pendleton.naf@mail.mil">sarah.a.pendleton.naf@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Chapel: Chapel - General

**PROTEST AND CATHOLIC YOUTH WORKERS**

Position Type	Ongoing position
Posted	12/01/2014
Duties	To assist in conducting weekly Youth of the Chapel meetings. The youth groups meet each Sunday from 1630-1800 and 1830-2000 hours at the Post Chapel.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Be dependable and personable, ability to teach and lead teens, and knowledge of the Bible and Christian faith.
Training	Provided
Orientation	To be conducted by staff.
Time Required	5-6 hours per week
Evaluation	None
Benefits	None
Address	Post Chapel 452 Mara Circle Carlisle, Pennsylvania 17013
Contact Person	Angela Walter (717) 245-3318 angela.d.walter@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Chapel: Chapel - General

**CHOIR MEMBER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Protestant Choir: Rehearse each Thursday at 1900 hours in the Chapel Choir Room. Sing in the choir at the Sunday service.</p> <p>Catholic Choir: Rehearse each Thursday at 1930 hours in the Chapel Sanctuary. Sing in the choir at the Sunday Mass.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Singing ability
Training	None
Orientation	To be conducted by staff.
Time Required	3-4 hours per week.
Evaluation	None
Benefits	None
Address	Post Chapel 452 Mara Circle Carlisle, Pennsylvania 17013
Contact Person	Angela Walter (717) 245-3318 angela.d.walter@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Chapel: Chapel - General

**PROTESTANT BELL CHOIR MEMBER**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Protestant Bell Choir rehearses each Thursday at 1145. Play in worship monthly.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Musical ability
Training	Provided
Orientation	To be conducted by staff.
Time Required	1 hour per week.
Evaluation	None
Benefits	None
Address	Post Chapel 452 Mara Circle Carlisle, Pennsylvania 17013
Contact Person	Angela Walter (717) 245-3318 angela.d.walter@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Red Cross: American Red Cross

**PHARMACY SERVICES VOLUNTEER**

Position Type	Ongoing position
Posted	12/1/2014
Duties	<ol style="list-style-type: none"><li>1. Staff the pharmacy check-in desk after appropriate training.</li><li>2. Pre-pack medications using automated counting machine.</li><li>3. Put prescriptions in numerical order and file.</li><li>4. File filled prescriptions.</li><li>5. Check for expired medications on shelves.</li><li>6. Remove prescriptions greater than 14 days old from bins.</li></ol>
Credential or License Required	No
Qualifications	All volunteers must attend the Basic Volunteer Orientation Course given by the Cumberland County Chapter unless you are a transfer ARC volunteer already registered with the local chapter.
Training	On the job training.
Orientation	All volunteers will attend ARC Volunteer Orientation.  All volunteers will complete BMT and HIPPA annually.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Dunham US Army Health Clinic 450 Gibner Rd. Carlisle, Pennsylvania 17013
Contact Person	Mary Braun (717) 776-7635 wagonwheel11@comcast.net
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Red Cross: American Red Cross

**CLERK ASSISTANT**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<ol style="list-style-type: none"><li>1. Provide assistance to the assigned medical records clerks including but not limited to:</li><li>2. Filing medical record jackets in the appropriate shelf location based on the sponsor's SSN.</li><li>3. Filing loose paperwork in the appropriate location within the medical record jacket (i.e. lab, x-ray reports, progress notes in the specified location in accordance with AR 40-66.) Appropriate training will be provided by assigned clerks.</li><li>4. Filing original paperwork in longitudinal folders.</li><li>5. Copying</li><li>6. Sorting loose paperwork by the sponsor's SSN prior to the filing process.</li></ol>
Credential or License Required	No
Qualifications	None
Training	On the job training.
Orientation	All volunteers will attend ARC Volunteer Orientation.  All volunteers will complete BMT and HIPPA annually.
Time Required	Varies. Hours available are Monday-Friday 0730-1600
Evaluation	None
Benefits	None
Address	Dunham US Army Health Clinic 450 Gibner Rd. Carlisle, Pennsylvania 17013
Contact Person	Mary Braun (717) 776-7635 wagonwheel11@comcast.net
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Red Cross: American Red Cross

**VOLUNTEER COORDINATOR**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<ol style="list-style-type: none"><li>1. Coordinator shall report directly to the Commander of Dunham or his/her designee as well as the Executive Director of American Red Cross.</li><li>2. Recruit new volunteers.</li><li>3. Coordinate new volunteer orientation per ARC standards.<ol style="list-style-type: none"><li>a. Review job descriptions and volunteer opportunities on CBKS.</li><li>b. Refer volunteer candidates to Department Chiefs for MEDDAC required training, scheduling, and orientation to jobs.</li></ol></li><li>4. Record volunteer hours each month and report same to Commander's Admin. Asst, CCARC, and ACS Volunteer Coordinator.</li><li>5. Provide current volunteer rosters to Commander's Admin. Asst., Department Chiefs, Chapter and ACS Volunteer Coordinator.</li><li>6. Coordinate volunteer recognition with designated CBKS staff.</li><li>7. Coordinate volunteer recognition with ACS Volunteer Coordinator.</li><li>8. Assist with special requests per DUSAHC Commander.</li><li>9. Serve on CCARC Board of Directors as liaison to CBKS.</li></ol>
Credential or License	No
Qualifications	
Training	On the job training.
Orientation	Attend ARC Volunteer Orientation. Complete BMT and HIPPA annually.
Time Required	Monthly hourly commitment is 20-30 hours per month.
Evaluation	None
Benefits	None
Address	Dunham US Army Health Clinic, 450 Gibner Rd. Carlisle, Pennsylvania 17013
Contact Person	Mary Braun (717) 776-7635 wagonwheel11@comcast.net

Red Cross: American Red Cross

**Ambulatory Services Volunteer**

Position Type	Ongoing position
Posted	12/01/2014
Duties	1. All volunteers must complete the Basic American Red Cross (ARC) course. 2. Registered Nurses and Licensed Practical Nurses must have a current license and have a current Basic Life Support (BLS)/CPR card. 3. Volunteers who are going to do patient care in any capacity (screening, vital signs, etc) must have a current BLS/CPR card. 4. All volunteers must complete HIPPA training. 5. Volunteers may be asked to serve as a chaperone at the discretion of the Provider or Head Nurse. 6. Volunteers may be asked to deliver lab tests to the lab, serve as guides to direct patients to other parts of the clinic, perform administrative duties, or other duties requested by the nursing staff.
Credential or License Required	No
Qualifications	Registered Nurses and Licensed Practical Nurses must have a current license and have a current Basic Life Support (BLS)/CPR card. Volunteers who are going to do patient care in any capacity (screening, vital signs, etc.) must have a current BLS/CPR card.
Training	Volunteers must complete HIPPA training.
Orientation	To be conducted by staff.
Time Required	Volunteer times will be from 0900-1200 and 1300-1600 Monday through Friday.
Evaluation	None
Benefits	None
Address	Dunham US Army Health Clinic, 450 Gibner Rd. Carlisle, Pennsylvania 17013
Contact Person	Mary Braun (717) 776-7635 wagonwheel11@comcast.net

Red Cross: American Red Cross

**Behavioral Health/Social Work Services**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<ol style="list-style-type: none"><li>1. Routine clerical duties including filing, copying, etc. as needed.</li><li>2. Establish a data base of resource materials.</li><li>3. Organize and label resource materials.</li></ol>
Credential or License Required	No
Qualifications	Clerical skills
Training	On the job training.
Orientation	To be conducted by staff.
Time Required	Varies
Evaluation	None
Benefits	None
Address	Dunham US Army Health Clinic 450 Gibner Rd. Carlisle, Pennsylvania 17013
Contact Person	Mary Braun (717) 776-7635 wagonwheel11@comcast.net
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

Army Retirement Service: Army Retirement Services

**RECEPTIONIST**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Clerical/receptionist; help with bulk mail outs.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Good communication skills; ability to organize, clerical skills.
Training	Initial interview and orientation.
Orientation	Conducted by staff.
Time Required	Receptionist--as available. Bulk Mail out-- 8-24 hours per mail out (6 per year)
Evaluation	None
Benefits	None
Address	Retirement Services 45 Ashburn Dr. Carlisle Barracks, Pennsylvania 17013
Contact Person	Theresa Derr (717) 245-4501 theresa.derr@us.army.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

## Spouses Club Varied

Position Type	Ongoing position
Posted	12/01/2014
Duties	Varies depending on position held.  Elected Officers and Board Members President First Vice President Second Vice President Secretary Treasurer  Standing committees Membership Post Scripts Editor Publicity Reservations Ways and Means Outreach  Special Committees Christmas Crafts Show House Tour Achievement Awards Auction
Credential or License	No
Qualifications	Organizational skills.
Training	None required.
Orientation	By Committee
Time Required	Depends on the position and activity.
Evaluation	None
Benefits	Non-profit organization staffed fully by volunteers for the benefit of the community.
Address	LVCC 313 Lovell Ave. Carlisle Barracks, Pennsylvania 17013
Contact Person	Janelle Coker
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CYS - General

**CHAPERONES**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Chaperones for youth grades 1-12 for trips, dances, splash parties, fundraisers (hoagie sales, etc), and regular hours of operation at the Youth Center.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	<p>Ability to maintain control of the youth, the facility, and its equipment.</p> <p>Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.</p>
Training	Provided
Orientation	To be conducted by staff.
Time Required	Time required would vary according to the activity. Persons may volunteer for as many activities as they wish.
Evaluation	None
Benefits	None
Address	459 Bouquet Road Carlisle Barracks, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 <a href="mailto:Jacqueline.j.schultz.naf@mail.mil">Jacqueline.j.schultz.naf@mail.mil</a>

CYS: CYS – General

**Parent Advisory Board--Active Members**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Attend monthly meetings regarding Youth Council Meeting issues, chair committees for volunteers, fund raisers and other special events, and general support of YS.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Ability to make feasible decisions and submit progressive ideas concerning youth. Ability to serve as chairperson of committees for special events and obtain volunteers from the community to serve on these committees (i.e., fund raisers). Have a caring, positive attitude for youth and youth concerns.
Training	None
Orientation	Conducted by staff.
Time Required	One hour per month to attend meetings and additional miscellaneous volunteer hours.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 <a href="mailto:Jacqueline.j.schultz.naf@mail.mil">Jacqueline.j.schultz.naf@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CIS - General

**Program Coordinator/Publicity Assistants**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Coordinators: Preteens (grades 1-5), Jr. Teen (grades 6-8), or Teen (grades 9-12)--Would come up with new ideas for activities for specific groups; coordinate and implement those ideas the Youth Council approves. Would also be in charge of operation of the activity as necessary. Publicity: Publish monthly calendar and/or newsletter on youth events as well as flyers and posters. Requires layout abilities and distribution of publicity materials. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License	No
Qualifications	Ability to help coordinate programs, compile monthly calendar of all activities and classes scheduled, and develop advertisement /publication of special events. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	We begin planning a tentative yearly schedule in June. The programs run August-July. Only a few hours per week would be required depending on events scheduled for each week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555
AVC Coordinator	(717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CYS - General  
**Junior Teen Program Coordinator**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Coordinators: Junior Teen (grades 6-8)--Will come up with new ideas for specific group activities. Coordinate and implement those ideas approved by the Youth Council. Would also be in charge of operation of the activity as necessary. Publish monthly calendar and/or newsletter on youth events as well as flyers and posters. Requires layout abilities and distribution of publicity materials and all input from council/Youth Service staff. Will serve on Youth Junior Teen Council and attend all meetings. Will also serve on the Youth Awareness Substance Abuse Commission (YASAC). The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License	No
Qualifications	Ability to help coordinate programs, put together the monthly calendar of all activities and classes scheduled, and develop advertisements/publication of special events. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	Yearly schedule in June. The programs run August-July. Only a few hours per week would be required depending on events scheduled.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil  Jacqueline Chicchi,(717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

**CYS: CYS - General  
Junior Teen Secretary**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>1. Publish calendar of events, prepare the agendas for meetings, and prepare minutes from the Junior Teen Council meetings.</p> <p>2. Required to attend all Junior Teen Council meetings. 3. Required to serve on Youth Awareness Substance Abuse Commission (YASAC). 4. Assist in putting together a quarterly newsletter for youth including assisting with Youth Service's calendar of events, special interest stories, or whatever would be of interest to the junior teens of Carlisle Barracks. The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	<p>Ability to learn how to edit material, proofread, do eye-catching layouts, work on IBM or Apple computers, write up articles of interest on junior teens or about upcoming events, organize other persons to stay within time frames, and publish and distribute the newsletter.</p> <p>Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).</p>
Training	None
Orientation	Conducted by staff.
Time Required	As much time as needed to coordinate each newsletter, which would be determined by the quantity of information provided in each newsletter. The Youth Service Office and its computer would be available for use as needed. For other duties, it will depend on the activities and meetings that are scheduled. **Appointment will end one year after date or upon reassignment of sponsor.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
AVC Coordinator	Jacqueline Chicchi (717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CYS - General

**President of the Teen Council**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<ol style="list-style-type: none"><li>1. Helps develop programs for teens in the area of leisure and recreational service.</li><li>2. Serves as the Teen Advisor to the Youth Service Director.</li><li>3. Assists in distributing information on Youth Service programs. Evaluates Youth Service program and identifies unmet needs and serves to meet needs.</li><li>4. Chairs the Teen council with program components in mind.<ul style="list-style-type: none"><li>-Youth Sponsorship - -Mobile Recreation</li><li>-Youth Fitness and Sports (i.e. Team, Individual and Outdoor Adventures)</li></ul></li><li>5. Encourage teens to introduce a variety of leisure activities.</li><li>6. Promote and foster interaction among participants.</li><li>7. Promote family participation.</li><li>8. Serve as a community Youth Advocate.</li><li>9. Recognize and reward youth involvement.</li><li>10. Plan and assist in acquiring resources (e.g. people, fund raising events).</li><li>11. President will attend all Teen Youth Council meetings and serve on the Youth Awareness Substance Abuse Commission (YASAC).</li></ol> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Organizational skills, good relationship with other teens, able to be resourceful, must be able to look at all programs/services without any partiality on their part. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	Time will depend on what activities and meetings are scheduled at that time. **Appointment will end one year after date or upon reassignment of sponsor.

Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.schultz.naf@mail.mil

CYS: CYS - General

**Vice President for Teen Council**

Position Type	Ongoing position
Posted	12/01/2014
Duties	<ol style="list-style-type: none"><li>1. Will assume all duties of the Teen President when President is unable to perform them.</li><li>2. Implement goal-directed, youth-managed community service projects.</li><li>3. Increase opportunities for youth participation through off-post programs.</li><li>4. Assist youths' participation in the civilian community through recreation programs.</li><li>5. Will assist the President of the Teen Council and the Youth Services Director.</li><li>6. Will attend all Teen Youth Council meetings and serve on the Youth Awareness Substance Abuse Commission (YASAC).</li></ol> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	Organization and management.  Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	Time will depend on what activities and meetings are scheduled at that time.  **Appointment will end one year after date or upon reassignment of sponsor.
Evaluation	None
Benefits	None

Address	Youth Services 459 Bouquet Road Carlisle , Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 <a href="mailto:Jacqueline.j.schultz.naf@mail.mil">Jacqueline.j.schultz.naf@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CYS - General

**Teen Volunteer Recruiter**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Recruit volunteers for Youth Service events (i.e. dances, fund raisers, sleep-ins, etc.). Assist in arranging and preparing for volunteer events and award ceremonies. Will attend all Teen Council meetings and serve as a member of the Youth Awareness Substance Abuse Commission (YASAC). The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License	No
Qualifications	Excellent rapport with the teen youth. Good organization skills. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	Time will depend on what functions are going on.  **Appointment will end one year after date or upon reassignment of sponsor.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: CYS - General  
**Homework Helper**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Homework Helpers assist S.A.S. youth grades 1-6 with their homework. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Must be 13-18 years of age. Must complete a security background check for: Involvement in child abuse or child neglect; or involvement with drugs or alcohol. Must complete an orientation with the School-Age Services Education Technician involving: tour of facilities; introduction to staff and youth; introduction of rules for youth and staff; Volunteer Record and Time Sheets; and expectations of Homework Helper behavior, language, attire, and attitude. Must complete an orientation with the Youth Services Homework/Computer Lab Technician involving how to assist youth and what resources are available. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	Conducted by staff.
Time Required	September-May, Monday through Thursday, 1500-1700. **Time required would vary according to youth requiring help with homework.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi,(717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Sports and Fitness

**Coach/Assistant Coach**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Coordinate practices and game schedules with youth involved. Allows all youth regardless of skills to participate and enjoy themselves.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Basic knowledge of fundamentals of the particular sport that he or she is coaching.  Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	To be conducted by staff.
Time Required	2-4 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Sports and Fitness

**Team Mothers**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Furnish refreshments, assist in transportation, and help with minor repair to uniforms.
Credential or License Required	No
Qualifications	Willingness to help youth  Use of a personal vehicle is allowed. Valid drivers license and driver screening required. When a privately owned vehicle is used, proof of insurance is required. Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.
Training	None
Orientation	To be conducted by staff.
Time Required	1-2 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

## Scorekeeper

CYS: Sports and Fitness

Position Type	Ongoing position
Posted	12/01/2014
Duties	<p>Keep score of games during league play in scorebook or other scoring devices provided by the Sports Director. Must be prompt for all games.</p> <p>The use of a vehicle is not required to perform these duties and is specifically prohibited.</p>
Credential or License Required	No
Qualifications	<p>Able to operate an electronic scoreboard or be willing to attend training. Be professional and unbiased. Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.</p>
Training	None
Orientation	To be conducted by staff.
Time Required	1-2 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle , Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 <a href="mailto:Jacqueline.j.schultz.naf@mail.mil">Jacqueline.j.schultz.naf@mail.mil</a>
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Sports and Fitness  
**Sports Official**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Officiates to the best of his or her ability always maintaining an unbiased opinion.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Must know the rules of the selected sport.  Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.
Training	None
Orientation	To be conducted by staff.
Time Required	1-2 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 637 Liggett Rd. Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Sports and Fitness

**Basketball/Soccer/Bowling/Softball Commissioners**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Responsible for game and practice schedule, drafting of teams, schedule for officials, coordination of field or gym time, enforces league play by-laws, oversees entire program.  The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Basic knowledge of sports rules.
Training	None
Orientation	To be conducted by staff.
Time Required	3-6 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357 <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

CYS: Sports and Fitness

**Select Boys Basketball Coach**

Position Type	Ongoing position
Posted	12/01/2014
Duties	Coaching youth 14-18 years old. Will play approximately 5 home games and 5 away games. Also to coach youth in annual Select Basketball tournament held here every March. Responsible for coordinating practices and games with Youth Sports Director. Arranging transportation for away games through the Motor Pool. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	One year minimum experience coaching with youth between ages 14-18. Basic knowledge of basketball rules and rule changes. Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).
Training	None
Orientation	To be conducted by staff.
Time Required	8-12 hours per week.
Evaluation	None
Benefits	None
Address	Youth Services 459 Bouquet Road Carlisle, Pennsylvania 17013
Contact Person	Jacqueline Schultz (717) 245-4555 Jacqueline.j.schultz.naf@mail.mil
AVC Coordinator	Jacqueline Chicchi (717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>

## VITA Preparers/Reviewers/Screeners

JAG: Vita Tax Assistance

Position Type	Ongoing position
Posted	12/01/2014
Duties	Screens, prepares and reviews federal, state and local taxes for active duty military, retirees and family members. The use of a vehicle is not required to perform these duties and is specifically prohibited.
Credential or License Required	No
Qualifications	Experience is not necessary, but would be a big plus. Must be dependable. Confidentiality required. Tact and patience are preferred qualities for volunteers in this program.
Training	<p>Volunteers will be trained in the Federal income, state and local income tax and the Taxwise program. Training will be for one week. Seven hours per day.</p> <p>Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.</p>
Orientation	To be conducted by staff.
Time Required	January through April during regular office hours.
Evaluation	After action report upon completion of tax season. On-going feedback to volunteer.
Benefits	None
Address	ACS Building Bldg. 46, Ashburn Drive Carlisle Barracks, Pennsylvania 17013
Contact Person	(717) 245-3986
AVC Coordinator	Jacqueline Chicchi (717) 245-4357, <a href="mailto:Jacqueline.chicchi.civ@mail.mil">Jacqueline.chicchi.civ@mail.mil</a>