

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Family Readiness Advisor (volunteer)

SUMMARY OF DUTIES: Reports to the Commanding Officer.

Each unit is required to have at minimum, one Family Readiness Advisor. The Family Readiness Advisor(s) must be an experienced spouse and/or designated parent/extended family member of an enlisted or officer member of the unit and should ideally be geographically proximate to the unit. Use of both spouse and parent/extended family member Advisors would help assure a commander that all constituencies are provided a "voice", providing meaningful feedback to the Family Readiness Command Team. Spouses provide direct experience with the military lifestyle and successfully navigating the maze of resources, dealing with separations, moving from base to base, etc. Parents/extended family members represent a largely untapped resource. Many of them have time to devote to the program, and all of them have also dealt with separations and deployments and have assisted their Marine in navigating the resources necessary to cope with mission, life and career events. With the expanded definition of family, this constituency must be provided sufficient opportunity to participate, voice their concerns, and provide the Unit Family Readiness Program the opportunity to benefit from their experiences. The role of the Family Readiness Advisor(s) is to:

- o Serve laterally with the Family Readiness Command Team leadership to support the Unit Family Readiness Program.
- o Act in concert laterally with the Family Readiness Officer, Executive Officer, Sergeant Major, Chaplain, and other Family Readiness Advisor(s) in support of the commander.
- o Serve as an additional feedback mechanism from the families to the Command Team and attend all Unit Family Readiness Program meetings
- o Contribute content to family readiness communications and assist in development of unit communication strategies.
- o Provide family insight to the Family Readiness Command Team regarding the overall Unit Family Readiness Program and family well-being
- o Participate in Family Readiness Command Team planning and assessment activities as determined by the commander
- o Make every attempt to attend family readiness-related functions such as Pre-Deployment Briefs, family days, and Return and Reunion Briefs.
- o Embody the unit commander's family readiness goals and possess a desire to support Marines and their families in order to increase family readiness and improve quality of life within the unit.

The Family Readiness Advisor must receive formal training from the Family Readiness Program Trainer at MCFTB within 30 days of appointment. The Family Readiness Advisor must attend a L.I.N.K.S. session. A large part of promoting family readiness is encouraging the education that prepares Marines and families. The Family Readiness Advisor must be a strong supporter for all of the MCFTB functions and MCCS programs. L.I.N.K.S. training is not a prerequisite for appointment but L.I.N.K.S. training must be attended no more than three months after appointment.

Official Command communication will be distributed by the FRO through multiple organizational communication methods, including the Mass Communication Tool. The FRO is also responsible for the oversight of Family Readiness Assistants and Morale Support Volunteers. The FRO will oversee the planning, coordination, and execution of morale support events with the assistance of the Morale Support Volunteers.

MINIMUM QUALIFICATIONS: The Family Readiness Advisor shall be the experienced spouse or designated parents/extended family members of a member of the unit and should ideally be geographically proximate to the unit. The Family Readiness Advisor shall possess knowledge of family readiness programs, unit structure, and unit procedures. The Family Readiness Advisor shall demonstrate communication skills; have experience in meeting the challenges of the military lifestyle; and have a working knowledge of the current resources available to military families. The Family Readiness Advisor shall be interviewed and selected by the unit commander and FRO, appointed in writing by the unit commander, and trained by the installation Family Readiness Program Trainer within 30 days of appointment.