

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-FAMILY SPONSORSHIP REPRESENTATIVE-
(Volunteer Position)
Revised: 10/2009

I. **Introduction.** A Family Sponsorship Representative is a statutory volunteer serving in an official capacity in direct support of the National Guard Family Program. The following is provided as guidance to aid you in being a representative for your unit's Family Readiness Group Family Sponsorship Program. The Family Sponsorship Program is reaching out to new families and welcoming them to the unit. It may be a phone call, letter, or visit. For more guidance refer to the Family Readiness Handbook which can be found on the website <https://sdguard.ngb.army.mil>, then the Family Readiness link, then Family Readiness Groups or contact the State Family Readiness Office at 1-800-658-3930 // familyprogram@sd.ngb.army.mil

II. **Major Responsibilities.**

- A. Signs Volunteer Agreement (DD2793). Original is filed at the State Family Program office and a copy at the unit.
- B. Registers on the joinservicessupport.org website and records volunteer hours.
- C. Coordinates with FRG Lead Volunteer or Unit Family Readiness Representative (military member, commander's representative) to get names and contact information for incoming Families, new to the unit.
- D. Prepares a welcome letter to new Family members with unit and Family Readiness Group information. Example of letter in Family Readiness Handbook. **OR:**
- E. Calls new Family members to welcome them to the unit and invite them to any upcoming FRG events and activities.
- F. Gathers information about the Family using intake form found in Family Readiness Handbook. If married, number and ages of children (if applicable) and special interests.
- G. Directs those families who have questions or concerns to appropriate resources or to the unit or State Family Assistance Center at 1-800-658-3930 depending on the question or need.
- H. Reports any problems, concerns or questions from Family members to the FRG Lead Volunteer.
- I. Checks to ensure necessary follow up is completed for those Families requesting information or requiring assistance.
- J. Documents Family Sponsorship in unit commander's Family Readiness Binder. (Family Sponsorship is verified during unit inspections). Documentation can be a list of new Families called, copies of letters mailed to new families, etc
- K. Maintains confidentiality, discourages gossip, and dispels rumors.

FAMILY SPONSORSHIP COMMITTEE PERSON Continued:

III. Time Required.

Depending on the number of new Family members assigned to your unit. Normally 30 minutes to 1 hour a month.

IV. **Chain of Command/Concern.** Unit Family Readiness Group Lead Volunteer, Unit Commander, State Family Readiness Office

V. Qualification Sought.

- A. Good telephone / communication skills.
- B. Enthusiastic people person
- C. Positive attitude
- D. Maintains confidentiality and privacy
- E. Knowledge of the Family Readiness Program and the unit structure
- F. Believe in and supports the Family Readiness Program

VI. Recommended Training.

- A. Past experience
- B. Family Program Basic Volunteer Training