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**Position Title: ARNG BCT/BDE Family Readiness Support Services (FRSS)**

Location: MN ARNG – 1/34<sup>th</sup> BCT, 330 West 98<sup>th</sup> Street, Bloomington, MN 55431

Availability: Immediate Placement      Position Type: (Hourly, Non-exempt position, Full-time)

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Goldbelt Glacier is seeking a qualified, trained and capable individual to serve as Family Readiness Support Assistant for Commands within the Army National Guard throughout the States and Territories. The ARNG FRSA is assigned to Commands for the purpose of maintaining the continuity and stability of the Family Readiness Groups (FRGs) as units undergo changes in volunteers and leadership. The FRSA will be formally supervised by the contract company, but will receive technical guidance and direction from the Commander or his/her representative.

**Major responsibilities include (not all inclusive):**

- Provide administrative and logistical support to commanders, rear detachment commanders and volunteer FRG leaders.
- Assure proper safekeeping, storage and destruction of unit Family Readiness records
- Establish and maintain the units Virtual Family Readiness Group (vFRG) website
- Establish and update telephone trees and email distribution lists in accordance with command/state guidance.
- Attend Yellow Ribbon events, unit Family Days, FRG meetings and other events where Family members will be present for the purpose of gathering Family member contact information
- Establish and maintain unit Volunteer records to include updating the files on a weekly basis.
- Gather and disseminate information from community partners, local military assets such as Army Community Services (ACS) and other Social Service agencies, both government and private, to promote quality of life opportunities for Service members and their Families
- IAW published FRG guidance, communicate and partner with State and Family Program Agencies to schedule and coordinate briefings, orientations and workshops on Soldier and Family readiness issues. The services include coordinating the date, time, facilities and speakers.
- Deliver and disseminate timely and accurate information specific to upcoming events, activities, meetings and opportunities to Soldiers and their Family members. This would also include changes/updates to Well-Being Programs.
- Maintain accurate, clear, timely and concise communication with Family readiness Volunteers. Ensure that all forms are complete and signed/maintained and Volunteer hours are submitted monthly.

**Qualified candidates must have:**

- Knowledge of the structure and operations of the Army National Guard and Military Well Being Programs.
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Proficiency in Microsoft Office, Word, Excel, Power Point and Database use experience
- Possess or be able to obtain and maintain a security clearance (NACI)    \*Current clearance recommended
- High School Diploma or Equivalent (GED)

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**Application Instructions:** Interested parties should submit a cover letter and current resume (no more than 2 pages), as email attachments to [Michelle.Darveau@gbg-hs.com](mailto:Michelle.Darveau@gbg-hs.com) NLT 5:00 PM EST on 23 December 2015. **Email subject line must read MN FRSA – Bloomington.** Any submissions after the deadline and that do not follow the instructions above will not be accepted. If you are not contacted within 30 days, you have not been selected for an interview and we thank you for your time.

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