



KEY SPOUSE POSITION DESCRIPTION

PURPOSE: The primary purpose of this volunteer position is to work with each unit and/or group leadership team to plan, coordinate, and execute the 152nd Airlift Wing's Key Spouse Program. The Key Spouse Program impacts mission readiness and retention by ensuring families have appropriate information and resources to meet their needs. The Key Spouse is appointed, in writing, by the Unit and/or Group Commander.

ELIGIBILITY: Spouse or family member of an active unit member or ANG retiree.

DUTIES AND RESPONSIBILITIES:

- Provides peer-to-peer support to unit families;
- Serves as a link between unit leadership and families;
- Provides information and referral assistance to families during crisis;
- Welcomes families and cultivates relationships within the unit;
- Maintains and updates community resources and services;
- Actively participates in unit's Hails & Farewells, squadron functions, family group functions, and Airman & Family Readiness Program Manager meetings/trainings;
- Troubleshoots issues and reports back to families and/or unit team;
- Serves as a role model/mentor for unit families;
- Attends scheduled meetings with the Group Commander, Unit Commander and/or First Sergeant and provides feedback regarding family readiness issues;
- Records volunteer hours and information disseminated on a data spreadsheet.

OTHER DUTIES MAY INCLUDE:

- Provides newsletter input and distributes to families;
- Performs other unit-related duties as determined by unit leadership.

DESIRED SKILLS:

- Excellent communication skills;
- Professional;
- Exhibits high level of integrity and standards;
- Adheres to privacy and confidentiality guidelines;
- Loyal to leadership.

REQUIRED: Complete Key Spouse Program Course