PROPOSED VET LIFE COMMUNITY VOLUNTEER PERSONNEL

ADMINISTRATIVE DIRECTOR

Responsibilities include managing and adding Program Directors on the Quality of Life Assessment software; Community relations and outreach events; advertising and promotion; fundraising. Time required is variable.

PROGRAM DIRECTOR / SOFTWARE MANAGEMENT AND TRAINING

Responsibilities include adding new Program Directors and Clients to the software; Recruiting training new Life Coaches, as necessary; Being available to advise, direct, support, and meet regularly with Life Coaches; attend Vet Life Community meetings. Time required is variable.

PROGRAM DIRECTOR / MEETINGS

Responsibilities include running 60–90-minute meetings at a regularly scheduled time; Deciding upon meeting topics and arranging for any guest speakers – approx. 30-40 minutes. Time required is variable.

LIFE COACH

Responsibilities include participating in regularly scheduled 60–90-minute meetings; meeting regularly with the Program Director; Mentoring veterans one-one on a regular basis. Time required is variable.

Please note: In smaller Vet Life Communities one person can assume two positions, time permitting.