

Volunteer Positions

Agency	Volunteer Position	Brief Description
Airmen Against Drunk Driving	24 Hour AADD Cell phone contact	24 hour cell phone on hand to receive calls for AADD program, contacts designated drivers to pick up individuals requesting transportation.
31 MOS	31 MOS Spouses Group	To participate in organizational volunteer events and support family members.
Airmen Against Drunk Driving	AADD Driver gate greeter	Serving as a designated driver for the Aviano community, answering the call for all airman and family members (on-call throughout the weekend); gate greeters at both the Area 2 and Flight line gates ensuring that everyone "has a plan"/a ride home.
31 SVS/SVFA	Accounting Technician Assistant	Filing documents by vendor codes and/or by month Creating folder labels Boxing inactive files Paper shredding Perform general housekeeping when needed Payables or Receivables data entry Balance General ledger accounts.
American Red Cross	Administrative Assistant	Type, file and answer the telephone.
Area Defense Council	Administrative Assistant	Clerical, general office - copying, filing, answering phones.
African American Heritage Committee	African American Heritage Committee Volunteer	Attend meetings to plan and carryout events.
31 FW Public Affairs	Administrative Assistant	File, sort, review articles, typing.
31 FW	Airman's Activities Flag Security Detail	flag security, flight CC's, squadron CC, formation, narrator's.
Veterinarian Clinic	Animal Care Assistant	Appointment confirmation Laundry Pooper Scooper Kennel Sanitation Filing Replenishing handouts Cleaning/Restocking exam rooms Cleaning Radiology Cleaning Surgical Instruments.
Area Defense Council	Assistant to Area Defense Council/Defense Paralegal	Assists in maintaining ADC trial docket. Perform legal research and investigative duties. Interview clients and witnesses. Prepares and edits affidavits, statements and correspondence for court-martial, nonjudicial punishment, administrative discharges and other adverse personnel actions. Provides defense service orientation and preventative law briefings. Assists in managing equipment, data automation, office supplies, office budget, and law library accounts for the ADC office. Performs other administrative and paralegal duties.
Thrift Shop	Base Yard Sale	Set-up, Clean-Up, Drop-off station, Cashier.
Aviano Youth Programs	Coach	Coach youth soccer team - season begins in August with registration followed by skills asesment. Practice starts the end of August and the playing season starts beginning September.
Aviano Youth Programs	Coach Outdooy Youth Soccer	Coach and assist coaches for baseball/softball season.
Aviano Youth Programs	Coach and Assistant Coach	Coach youth soccer - approxmiately 3-4 hours per week for time involved 2 practices and a game.
Aviano Elementary School	Deployment Club Helper	Lead, help with organizing crafts and activities for kids weekly.
First Term Airman's Center	FTAC	Varied as needed by FTAC superintendent.
31 FW	Hispanic Heritage Month Committee	Attend meetings to plan and carryout events.
31 FW	Holocaust Rememberance Day	Attend meetings to plan and carryout events.
Post Office	Mail Clerk	Volunteer must wear steel toe boots, be able to lift up to 50 pds and not have a military record.
31 SVS/SVFA	Delivery	Makes and Delivers Baloon Bouquets.
31 FW	Martin Luther King Day Volunteer	Attend meetings to plan and carryout events.
31 FW	Native American Heritage Committee	Attend meetings to plan and carryout events.
American Red Cross	Operation Yellow Ribbon Volunteer	Assist with greeting the incoming/outgoing troops deploying to various combat areas such as OIF/OEF. Bakes and assists with food for the troops. Cleans area and puts away equipment.

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Lil Bambino	Playgroup Assistant	Set up, clean up, greet new people, maintain website, maintain mailing list, send out playgroup info per email maintain email database, organize special parties/trips.
31 CS	Post Office Helper	Pitching and breaking down mail, other duties, as needed.
Post Office	Post Office Volunteer	Volunteer must wear steel toe boots, be able to lift up to 50 pds and not have a military record.
Chapel Programs	Protestant Women of the Chapel	Protestant Women of the Chapel, provide wide variety of fellowship, visiting retirement homes, and supporting many volunteer initiatives.
31 FW	Reception Clerk	Scanning Documents, filing, mailing/distribution of documents, general clerical duties, i.e. typing and answering phones. This person will assist squadron personnel in processing end of fiscal year requirements and provide continuity of reception duties during Local National vacation periods.
31 MDG Clinic	Receptionist	Look up appointments, phone patients, schedule appointments using CDA program.
A&FRC	Spouse it Up Volunteer	Help put together the Spouse it Up program.
Security Forces Spouses Group	Spouses Group Member/Representative	Support the 31 SFS squadron spouses, babysit for deployed spouses, bake goodies for the troops, set-up/facilitate the monthly meetings, monthly fundraising activities
A&FRC	Translator w/ Italian community schools	Translate for American parents, children, and staff of Italian community schools. Participate in reading, sharing holiday traditions, singing, off-site trips.
31 FW	Women's Equality Day Volunteer	Attend meetings to plan and carryout events.
31 FW	Women's History Month	Attend meetings to plan and carryout events.