DISTRICT 5 (D5) ALATEEN COORDINATOR SERVICE POSITION OPEN!

Scan QR code for D5 website

Service position must be filled ASAP.
Service commitment: 3 years

SERVICE POSITION DESCRIPTION:

District Alateen Coordinator is a person who is a currently certified AMIAS, or intends to become a certified AMIAS by the time they assume the position, and who acts as a link between the Area Alateen Coordinator, District 5, AMIAS and Alateens.

MEETINGS TO ATTEND:

- Attend D5 Monthly
  - 1st Tuesday of the Month 7:00pm - 8:30pm
- D5 Alateen Member in Alateen Service (AMIAS)
  - 2nd Tuesday of the Month 6:00pm - 7:00pm
    - Alateen Coordinator can change the date and time to suit their schedule as they will run/host the meeting
- District Alateen Coordinator for Northern California World Service Area (NCSWA)
  - 1st Thursday of the Month 6:00pm - 7:00pm

MONTHLY SERVICE HOUR BREAKDOWN OF TIME COMMITMENT

- 3.5 hours of meetings
- 1 hour ~ checking email
- 1.5 hour ~ Preparing and Communications of Agenda
- 1-4 hours ~ Possibility of other time commitment fluctuations

MORE HELPFUL INFORMATION

- D5 AMIAS Meeting
  - Chairs monthly District 5 Alateen AMIAS meeting, sending out agenda prior to meeting
  - Writes or delegates writing of District meeting minutes.
- Acts as liaison between Alateen and the District 5 general group.
  - Attends District 5 monthly meetings, and gives monthly report to District 5 general group on Alateen activities.
- Most/all meetings are via zoom.
- Reports back to AMIAS group on District 5 activities affecting them.
- Answers inquiries about Alateen from District 5 and/or the general public, referring to appropriate AMIAS or Coordinator for action, as needed.
- Represents District 5 Alateen to NCWSA, as needed.
- Optional annual R and R training.
- Assists AMIAS and/or their Alateens to access scholarships for NCWSA activities.
- Works with District 5 Treasurer to develop efficient reimbursement process.
- Assists in developing Alateen Safety Plans and publicity such as posters.
- Sends Alateen Safety Plan and publicity to AAPP for approval, communicating any needed changes to originator of Safety Plan and Poster.

AL-ANON ALATEEN