

AIS CALGARY – ALATEEN COORDINATOR

Term: 3 years

This position requires a person:

- a) who is an approved/qualified Alateen Sponsor or AMIAS (AI-Anon Member in Alateen Service)
- b) with a flexible schedule allowing them to be easily accessible by telephone and email

Duties:

- Attend 5 AIS meetings per year (September, November, February, April and June)
- Non-voting unless also representing a specific group
- Attend quarterly AIS/DR meetings at the call of the AIS Chairperson
- Ensure adequate scheduling of 2 Alateen sponsors per Calgary meeting on a monthly basis
- Contact each of the Alateen groups on a regular basis, either by telephone call to
- Sponsor(s) or offering to visit the Alateen group as an approved guest
- Provide a report at AIS meetings re: Alateen groups, activities, changes, concerns, questions
- Maintain close contact with Area Alateen Coordinator
- Maintain close contact with AIS Public Outreach Coordinator
- Direct members to Area AAPP (Area Alateen Process Person) for sponsor/AMIAS information, application forms, etc.
- Monitor and respond to the Calgary AIS Alateen email account and calls forwarded by the AIS Monitoring coordinator.
- Prepare an annual Alateen budget for approval at February AIS meeting
- Respond to inquiries regarding the Alateen program or redirect inquiries regarding the Alateen program to Districts.
- Assist in the coordination of Alateen outreach information sessions i.e. presentations for schools, groups and other organizations
- Meet with professionals, individuals and groups to provide information and updates etc. and coordinate Alateen speakers for events (ie: AA Round-up, AIS Conference)
- Participate in the recruitment of Alateen Sponsors and AMIAS for weekly Alateen group meetings
- Support the coordination of sponsorship training and various workshops as required
- The time commitment of 3 – 5 hours per month are in addition to attending the AIS meetings. On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.