

AIS CALGARY - MONITORING COORDINATOR

Term: 3 years

This position requires a person with:

- a) Knowledge and ease with email and internet
- b) Strong Communication Skills

Duties:

- This role has been streamlined and usually requires about 15 minutes a week and 1 hour every second month to attend AIS Meetings. AIS holds 5 meetings per year.
- Make up a Monitoring Schedule in November for the upcoming year and email it to the contact list of Group Monitor Reps. Keep the Group Monitor Contact list up to date.
- Send a reminder to the Group Scheduled to monitor – typically on the Friday a week before they are scheduled. Request an email confirming that they are set to go with volunteers.
- Attend AIS (AI-Anon Information Services) meetings every 2 months. Provide any updates and call volumes.
- Download the Telus Business Connect App, it is free and easy. This provides information on calls and texts and more.
- Check the aiscalgarymonitoring@gmail.com mailbox a couple of times a week. Guide, support and encourage Group Monitor Reps and Monitor Volunteers.
- Telus Billing and payment is automatic.