

# Alateen Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Must be Alateen member for at least one year Alateen, within age limits of 12-20. Has working knowledge of 12 Steps & Traditions. Must be willing to abide by the SCWS Area Alateen Safety & Behavioral Requirements. Have an understanding of the Area and World Service structure. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Arrange and coordinate Alateen members needed for panels and outreach upon request. Attends the following meetings as a representative of SCWS: 1.) SCAC Task Force committee meetings, which occur on an “as needed” basis, 4 – 6 times each year; 2.) monthly Alateen Resolution Committee web conferences; 3.) bimonthly SCAC Board of Directors web conferences. Attends 8 SCWS meetings per year with a prepared report: Feb, Aug Committee (3<sup>rd</sup> Sat) and May, Nov Assembly (3<sup>rd</sup> Sat) and Jan, Apr, Jul, Oct Board (Sun). Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor. Submit transportation reimbursement requests to SCWS Treasurer monthly and for other expenses that may be incurred). Receives personal copy of Alateen Talk newsletter.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Must be able to communicate effectively with Alateen Sponsor Coordinator. Has a sense of responsibility (i.e., show up on time for meetings or contact Area Chairman). Is able to write and deliver a report on Alateen happenings (not SCAC, which is done by SCAC chair). Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Drivers license not required but strongly recommended (or be able to communicate transportation needs, in advance, as per Area requirements. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with internet access, word processing program, printer, email, phone. Have reliable form of transportation to get to mandatory meetings, i.e., driver's license and insurance or someone else to drive (mileage reimbursed by SCWS).
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Every month to be free at least one to two weekdays out of the month (see item # 2 above). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Familiarize yourself with current Service Manual. Read guidelines about Alateen (G-34, G-16, G-24), and Alateen e-manual (available on the WSO members website, <http://al-anon.org/members/alateen/alateen-service-e-manual>). Find out from Area Treasurer what expenses are to be reimbursed. Communicate with past SCWS Alateen Coordinator as needed.
8. **TRAVEL** – See #2 above. Transportation to and from Area meetings (currently Glendale) 8 times a year and SCAC Task Force meetings (currently Cypress).
9. **PAGE REFERENCES** – G-34, p. 87-90 of 2014-2017 *Service Manual*, SCWS Bylaws, and SCAC Bylaws.