



## Virginia Area Al-Anon and Alateen Assembly, Inc.

### AREA JOB DESCRIPTIONS

Approved: 2024 Spring Assembly

Effective Date: May 6, 2024

**Position: AREA ALATEEN COORDINATOR**

**Term: 3 years**

**Appointed by the Area Chairperson**

**Reviewed: January 2024**

#### **General Description:**

The primary responsibility of the Alateen Coordinator is to serve as the principal contact for Area Alateen groups and to assist them with Area Alateen issues. He/she also acts as the liaison between the Virginia Area World Service Committee (VAWSC) and Alateen Conferences (MEAC and ESAC.) He/she conveys relevant information from the World Service Office (WSO) to the Area, Districts, Al-Anon Information Services (AIS) and Alateen Groups regarding Alateen conferences and special events as well as provides leadership in the Virginia Area's efforts to promote and support Alateen. He/she communicates with the Area Chair regarding concerns or questions.

Expenses incurred by this position are covered in the Alateen Coordinator's budget (reference the Virginia Area Treasurer's Report for actual budget amount).

#### **Tasks:**

- Provide four Area Alateen Sponsor workshops each year located throughout the Area
- Provide the dates and general locations for the ensuing year's workshops no later than Fall VAWSC Meeting of the current year
- Maintain accurate Alateen Group information and regularly correspond with Districts and Groups regarding Alateen conferences, registering Alateen Groups, and making sure Alateen literature is made available to Alateen Groups
- Assist in educating and providing presentations on Alateen to the Virginia Area at Assembly
- Meet with ESAC and MEAC boards semi-annually
- Send ESAC and MEAC liaison names to the Area Group Records Coordinator, Area Chair, and Area Secretary
- Follow Area Alateen Coordinators Guideline: G-24

- Provide the Area Delegate with areas of concern relating to Alateen for possible discussion at World Service Conference (WSC)
- Provide the AAPP with a Certificate of Attendance for each person who attends an Area Alateen Sponsor Workshop
- Keep up with changing WSO processes and technology using a variety of resources which may include, but not be limited to, e-communities and WSO conference calls
- Participate in as many Alateen workshops and visits to Districts in Virginia as possible
- Maintain a thorough knowledge of the Virginia Area 57 Alateen Members and Alateen Sponsor Safety and Behavior Requirements
- Work with the Area Alateen Process Person (AAPP) and Area Groups Records Coordinator as a team
- Maintain a thorough knowledge of federal and state laws regarding working with underage children
- Provide VAWSC with topic choices of Alateen-related issues as appropriate or as needed for break-out sessions at Assemblies
- Serve on the Area Long Range Planning Committee

#### **Time:**

- Two-day Assemblies currently scheduled for Spring and Fall
- Preparation for Assembly as needed
- Four one-day workshops per year
- One-day VAWSC Meetings as called by Area Chair
- Preparation for VAWSC meeting as needed
- One-day Area Officers and/or Coordinators meetings as called by the Area Chair
- Meet with ESAC and MEAC six days per year
- Produce reports for all Area meetings as needed
- Read and participate in Alateen Coordinator listserv on a monthly basis
- Coordinating, motivating, and problem solving as needed
- Reading and responding to e-mail messages from Alateen Sponsors
- Area Long Range Planning Committee meets after VAWSC Meetings and when needed as determined by the committee
- Participate in Alateen Coordinator two-hour conference calls as scheduled by WSO

#### **Position Requirements and Desired/Helpful Skills:**

- He/she must be certified by the Virginia Area as an Alateen Sponsor
- Must have a minimum of six (6) months experience as an Alateen Sponsor
- Thorough knowledge of the AI-Anon/Alateen Service Manual
- Verbal and written communication skills that reflect the principles of AI-Anon
- Word processing and spreadsheet skills
- Proficiency in the use of e-mail for communication with the VAWSC and WSO
- Have a Service Sponsor