

Intergroup Volunteer Coordinator

Scope:

The Volunteer Coordinator offers support for office staff and volunteers by arranging service commitments as well as sharing experience, strength and hope in helping carry the AA message through coordinating volunteers to serve in the office. Partners with Central Office Manager in the training of volunteers.

Procedure:

Hold monthly meeting where Volunteers may share their experience and express needs in facilitating Central Office work. Volunteer Coordinator will be responsible for training volunteers, and maintain and expand list of current, on-call and former volunteers for Pinellas County Intergroup with names, phone numbers, and email addresses on file for review.

Volunteer Coordinator or Alternate:

Learn and adhere to all procedures and by-laws of Pinellas County Intergroup. Generate and maintain a list of people to be called upon to volunteer. Maintain open communication between all volunteers and office staff and encourage a spirit of helpfulness between all Committees. Be able to access the online volunteer calendar and keep up to date for proper volunteer coverage. Should attend all required meetings such as Steering Committee meeting each month and Intergroup Meeting each month and report to those served. Volunteer Coordinator requirement 3 years sobriety, 1-year volunteer experience. Alternate's requirements - 2 years sobriety, 3 months volunteer experience.

Responsibility:

It is the responsibility of all Committee members to insure we are doing a great job and that we are finding better ways to carry the message efficiently and effectively. If for any reason a Chairperson or coordinator cannot meet an obligation, it is that person's responsibility to find an appropriate substitute. Each Chairperson should also "groom" someone to hand the baton off to as they move on. Each coordinator should have an Alternate as well. The volunteers recruited should be called upon from time to time; they sign up to help and we should encourage them to get involved. We can't keep it unless we give it away