

Volunteer Position Description

Position Title:	AA Representative Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg, Flo
Position Summary:	
A.A. members carry the message of recovery to alcoholics in treatment facilities and outpatient settings, and set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community.	
Qualifications:	
Standard requirements are listed as follows: <ul style="list-style-type: none">• Maintain confidentiality• Good communication/listening skills• Able to lead groups effectively including starting/stopping on time• Friendly accepting demeanor• Sobriety• Familiarity with AA principles	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Meet and greet attendees• Lead participants in an AA group	
Key Accountabilities:	
<ul style="list-style-type: none">• Ability to maintain confidentiality• Maintains a positive demeanor• Runs group effectively (handles emotional individuals in a kind/caring manner)	
Time Commitment:	
<ul style="list-style-type: none">• Shifts are usually three to four hours per week.	
Uniform:	
<ul style="list-style-type: none">• Business casual	