Alateen Coordinator Duty statement

The (Australian) Alateen Co-ordinators guideline (G24) was updated in Feb 2013 and can be found on the members page of the AGSO website. The guideline includes details on how the Alateen co-ordinator role relates to the Area process person. SA Area committee have combined the roles of Alateen Area process person and Alateen co-ordinator. Since updating the SA Safety and behaviour document this year we have also given the Alateen coordinator the role of "Child safety officer" which means that the Alateen coordinator will also receive mandatory notification training and will help members, especially sponsors, to understand Child abuse laws and mandatory notification requirements. A brief overview of the role is below but it is very important to remember you will not need to do this alone – Alateen sponsors, the previous Alateen coordinator and the area committee will be available to help:

- If you are not already an Alateen sponsor you will need to apply to become a sponsor.
- Visit Alateen groups, sponsor on a regular basis, help Alateen groups to get set up, help Alateens and sponsors to deal with any issues.
- Attend Area meetings and report on Alateen progress in SA. Write a yearly report.
- Understand Alateen guidelines, forms, safety and behaviour documents and any other Alateen paperwork so that you can help others to understand and interpret them.
- Maintain the SA safety and behaviour document. (Ours has just had a complete overhaul to match current child safety laws so should not need updating)
- As part of the Alateen safety and behaviour committee help to interview and train new Alateen sponsors. Re-certify sponsors once a year.
- Talk to Al-Anon groups and members about Alateen. Explain what is needed to start an Alateen group. (There is a guideline to help)
- Organise sponsor meetings – about 6 per year. Sponsor training can be included at meetings but the co-ordinator may delegate a sponsor to research and present a topic for training. If possible email sponsors between meetings.
- Communicate with AGSO and the national Alateen committee, use them as a resource and feed information about Area Alateen events to AGSO.
- Represent Alateen at public information events or find an Alateen sponsor or Alateen member as required.
- Answer Alateen enquiries received from potential new members, parents and professionals.
- Keep Alateen files (eg minutes of sponsor meetings, coordinator reports to area) and load them on to the Area computer once a year
- Most of all have fun – this is a very rewarding role, you will be surprised at how much you can learn. As with all service roles you might join to give but you will receive much more than you expected (especially when with Alateen members).