

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Area Alateen Trainer

TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)

DESCRIPTION: An Al-Anon Member who has 5 current and consecutive years of Al-Anon participation, 5 current and consecutive years as an Alateen Sponsor and is not also a member of Alcoholics Anonymous. The Trainer does not attend Area World Service Committee meetings (AWSC) unless in his/her capacity as Trainer. The Trainer does not vote at AWSC meetings. The Trainer does not vote at Area Assemblies UNLESS he/she is also a Group Representative. The primary function of the Trainer is to organize and lead training sessions for members interested in becoming an Alateen Sponsor or Al-Anon Member in Service to Alateen (AMIAS). The Trainer is appointed by the Area Chairperson.

RESPONSIBILITIES:

- Conducts Sponsor/AMIAS training sessions at each Assembly and at other times deemed necessary.
- Works closely with Area Alateen Coordinator.
- Makes potential Sponsors aware of state requirements to report abusive situations and to which state or local agencies to report these incidents.
- Makes potential Sponsors aware of Area's safety and behavioral guidelines so that we can assure a safe and welcoming environment for Alateen members and for AMIAS.
- Provides examples of common group and behavioral problems which may need to be addressed in an Alateen meeting or event.
- Provides examples of ways for Sponsors to incorporate the principles of the Steps, Traditions, Concepts, slogans, and other Alateen literature into the meeting.
- Provides contact information for Sponsor to Sponsor mentoring.
- Provides necessary forms needed to transport teens or attend events.
- Provides Incident Reporting Process to Sponsors.
- If the Area Alateen Trainer cannot attend a scheduled training session, the Area Alateen Coordinator and Area Chairman will appoint a temporary trainer.

Approved 03/2019