

## JOB DUTIES

### Telephone Coordinator of Cape Atlantic Intergroup (CAIG)

**Reports to:** Chairperson & Vice Chairperson

**Purpose:** To make sure the Hotline has someone answering it at all times, so that the alcoholic calling in has someone to speak to.

#### **Job Duties**

- Recruit & train volunteers to answer phones (As needed)
- Travel for recruitment/training (As needed)
- Maintain 12th Step Call List
- Maintain contact with phone company & answering service
- Review all telephone bills
- Attend Steering Committee & CAIG Business Meetings (Monthly), as well as area events, workshops & assemblies
- Maintain accurate telephone board
- Keep home answerers up to date with changes
- Write & present reports for both Steering Committee & CAIG Business Meetings (Monthly)
- Compile list of substitute phone answerers
- Work a 2-hour weekly time slot
- Assist in & stay within allotted budget