

Position Description



#1 - St. Paul Intergroup Night Owl Co-Coordinator

Appointment	Volunteer Position - Position appointed by Night Owl Committee and approved by Board Chair
Length of sobriety:	1+ years
Report to	Night Owl Committee (with final approval of any expenditures by the Intergroup Board)
Length of commitment:	Total of 2 years (1 Year as Co-Coordinator, 1 Year as Coordinator). Suggest remain on Night Owl Committee for at least one additional year.
Position Responsibilities:	<ul style="list-style-type: none">• Make daily reminder calls to night owl phone volunteers for following day's shifts• Have responsibility for the Night Owl Cell Phone for one weekend per month (Friday through Monday, last weekend of the month, unless otherwise scheduled between coordinator & co-coordinator)• Take the phone whenever possible as back up to Coordinator for vacations, etc. (Along with help from the Night Owl Committee)• Participate and help with Night Owl Committee meetings, events, activities• Recruit new volunteers for Night Owl.• Provide Night Owl report and announce open shifts at Reps Meetings in the absence of the Night Owl Coordinator.

Position Description



#2 - St. Paul Intergroup Night Owl Coordinator

Appointment	Volunteer Position - Appointed a Co-Coordinator by Night Owl Committee and approved by Board Chair
Length of sobriety:	1+ years
Report to	Night Owl Committee (with final approval of any expenditures by the Intergroup Board)
Length of commitment:	Total of 2 years (1 Year as Co-Coordinator, 1 Year as Coordinator). Suggest remain on Night Owl Committee for at least one additional year.
Position Responsibilities:	<ul style="list-style-type: none"> • Making sure all Night Owl shifts are being covered by answering calls on the Night Owl Cell Phone for all hours that the Intergroup Office is closed (5:30 PM – 9:00 AM, Monday – Friday, and all weekend starting 5:30 PM Friday through 9 AM Monday) <ul style="list-style-type: none"> ○ Volunteers will call at shift changes, if the next volunteer has not called them to take their scheduled shift (see Night Owl Instructions for clarification) ○ Coordinator must contact the volunteer that is scheduled to have the next shift and make sure they pick up the phones immediately to relieve previous volunteer ○ If volunteer who is scheduled to have the shift is not available or unable to take their scheduled shift, Coordinator must find another volunteer from the Back Up List ○ If Coordinator is unable to find another volunteer from the Back Up List, Coordinator must roll the phone over to the Night Owl Cell Phone and be available to take calls until such time as another volunteer can be found to take over. • Coordinate with Intergroup Office Manager to make sure all shifts are scheduled for the month. Office Manager will ultimately keep the calendar, set up new volunteers, & schedule all on going shifts. Coordinator will make out bound calls and e-mail to the Back Up List to fill any open shifts for the following month at least 2 weeks prior to the beginning of the month. • Take calls and/or retrieve voice mails from the Night Owl Cell Phone and respond accordingly. Volunteers may call to cancel, change, or add shifts. Fill any cancelled shifts if immediate need, and/or work with Office Manager to fill shift with new volunteers, and inform about any changes to the permanent schedule. • Update & maintain Night Owl Instructions, with Night Owl Committee and Office manager • Coordinate and Chair Night Owl Committee meetings • Coordinate Night Owl workshops and other events • Attend and provide Night Owl report and announce open shifts at monthly Reps Meetings (3rd Tuesday of each month at 7:30 PM) • Available to attend Intergroup Board meetings at the suggestion and invitation of the board (3rd Tuesday of each month at 6:30 PM)