

# Coordinator Resume for Southern California World Service, Inc. (SCWS)

## Al-Anon Family Groups

### GENERAL INSTRUCTIONS

- This resume must be submitted by ALL applicants for any coordinator position(s). **Only one resume is needed from each applicant regardless of how many positions are sought.**
- **Submit resume to the current Area Chairperson at [chairperson@scws-al-anon.org](mailto:chairperson@scws-al-anon.org) , on or before December 15, 2023.**
- Coordinator resumes will be used only by the incoming Officers to select the Coordinators. Coordinator resumes will NOT be posted on SCWS website.

### GENERAL INFORMATION

- An applicant must be a currently active Al-Anon member in Southern California.
- Though **not** a requirement, having served as a Group Representative is beneficial.
- The Alateen Member Coordinator must be a currently active Alateen member in Southern California.
- An SCWS coordinator must live within the CA(S) Area (California South) during the entire term.
- Any Al-Anon member who also is a member of Alcoholics Anonymous may not serve in the SCWS Area beyond the group level.
- Coordinators need to be willing to travel to and speak at District and other Area meetings when invited.

### MEETING REQUIREMENTS

SCWS Board	January, February, April, May, July, August, October	3rd Saturday	10:00am to 4:00pm
Area World Service Committee (AWSC)	February, August	3rd Saturday	9:00am to 4:00pm
Area Assembly	May, November	3rd Saturday	9:00am to 4:00pm

## COORDINATOR POSITIONS

Alateen Communications Coordinator	Cooperating with the Professional Community Coordinator (CPC)
Alateen Events Coordinator	Group Records Coordinator
Alateen Member Coordinator	Hospitality Coordinator
Alateen Sponsor Coordinator	Institutions Coordinator
Alateen Process Person	Literature Coordinator
Al-Anon Information Service/Literature Distribution (AIS/LDC) Coordinator	Public Information Coordinator
Archives Coordinator	Spanish Coordinator
Bulletin Coordinator	Website Coordinator

## SKILLS and EXPERIENCE

Job descriptions for each Coordinator position are posted on the SCWS website ([scws-al-anon.org](http://scws-al-anon.org)).

### A Coordinator candidate has...

- an understanding of AFG's Three Legacies and the most current *Al-Anon/Alateen Service Manual*, knowledge of SCWS policies and procedures, and understanding of KBDM
- a strong sense of responsibility, able to prioritize, meet deadlines and work independently or as a team member.
- leadership qualities, i.e., the ability and willingness to participate in group processes, to effectively communicate and support the Area's and World Service Conference (WSC) group conscience
- the ability to speak to large groups in person and/or in virtual meetings.
- has computer skills, including ability to create and email documents, reports and presentations; familiar with using virtual meeting platforms

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