



Northern Sydney Central Service Office
Alcoholics Anonymous Australia

Position Description

Updated 23/06/2024

Office Roster Coordinator

Volunteer

AA Declaration

*I am responsible. When anyone, anywhere, reaches out for help, I
want the hand of AA always to be there and for that:
I am responsible*

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Office Roster Coordinator supports the NSCSO's operation by being responsible for the organisation and production of the Office Roster. The Office is open from 9am until 5pm weekdays, excluding public holidays.

Duties & responsibilities

Your duties as Office Roster Coordinator are to include but are not limited to the following:

- Organise a monthly roster from our pool of AA volunteers to answer calls and be in attendance at the St Ives office.
- Maintain and update the roster, replacing volunteers when necessary
- Maintain this spreadsheet. [NSCSO Office Roster.xlsx](#)
- Liaise with volunteers re roster needs at least weekly
- Communicate roster needs with the Committee
- Liaise with the Office Manager regarding changes to the roster
- Assist with recruiting new volunteers
- Organise training of new volunteers
- Attend monthly Office meetings

Qualifications

Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

Length of Appointment

Office Roster Coordinator – Position Description cont

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The Office Roster Coordinator position is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Office Roster Coordinator maybe reappointed.

Time Commitment

1-2 Hours per week

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Office Roster Coordinator position may work from home if the volunteer has computer access or from the Office in St Ives.

Support

Training for this position will be provided, in addition, the Office Manager will be available for assistance