

Al-Anon Information Service (AIS)
“12-Step” Telephone Service Job Description
**** Volunteers Needed ****

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One of AIS’s primary functions is maintaining a Telephone Voicemail Service @ 914-946-1748.
This number appears on our Meeting List and on the Internet.
A simple, welcoming phone message invites callers to leave a message.
People who leave messages are newcomers, professionals, students or current members.

What are the Telephone Service Volunteer Responsibilities?

- Pick up messages on one pre-assigned day each week.
- Return 0 to 2 calls on assigned day, with most calls lasting 5-10 minutes.
- Return calls within 24 hours of picking up messages.
- 6-month rotation preferred.

What are the Position Qualifications?

- 2 or more years of Al-Anon membership.
- Attend meetings in Westchester or Putnam County.
- Internet access for email communications and meeting schedule updates.
- Members of both Al-Anon and AA are able to serve.

How Will Your Al-Anon Program Benefit?

- Experience Step 12 in action by sharing your recovery with callers.
- Make new friends by meeting other Al-Anon members involved in service.
- Expand your horizons by learning about meetings beyond your home group.
- Deepen your Al-Anon recovery by learning about NY Area South, Westchester/Putnam districts and Al-Anon’s World Service Office.

TO VOLUNTEER OR FOR MORE INFORMATION, CONTACT:

INFO@WESTCHESTERPUTNAMALANON.ORG

OR LEAVE A MESSAGE ON THE TELEPHONE VOICEMAIL SERVICE @ 914-946-1748



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