

Volunteer AA Meeting Facilitator

PURPOSE: To assist with weekly Alcoholics Anonymous meetings at UConn Health's inpatient behavioral health unit.

DAYS/HOURS: Weekdays 4-5PM or Sundays 11AM-12PM

NUMBER OF VOLUNTEERS: One volunteer per meeting

VOLUNTEER RESPONSIBILITIES:

- To be courteous, cooperative, and considerate when dealing with patients, visitors, and UConn Health Staff.
- To hold in strict confidence any information, observed, overheard, or surmised regarding a patient, a diagnosis, or a member of the hospital staff.
- To be patient & sensitive to divergent cultures, religions, ethnicities, and persons with disabilities.
- To perform only those tasks within the scope of volunteer duties
- To be punctual and attentive in performing duties
- To be compliant with the department specific standard operating procedures
- To be compliant with all UConn Health trainings & competencies

DUTIES/DAILY PROCEDURES:

- Prepare the Meeting Space
 - Arrive early to set up chairs and materials.
 - Ensure literature (e.g., AA Big Book, pamphlets) is available.
- Welcome Attendees
- Open the Meeting
 - Start on time.
- Facilitate the Meeting
 - Keep the meeting on track and within time limits.
 - Encourage respectful sharing and listening.
 - Gently redirect if someone dominates or strays off-topic.
- Support Newcomers
 - Ensure newcomers are welcomed and understand the meeting format.
 - literature and contact information for sponsors or other support.
- Post-Meeting Duties
- Clean up the space.
- Store or dispose of materials as needed.
- Debrief with other group members if necessary.

Special Requirements: All volunteers applying for this role should be invited through appropriate AA Organizers. Volunteers will be accompanied by a UConn Health staff member at all times, including during the meeting. Staff members are responsible for any de-escalation or patient behavioral concerns.

Minimum Requirements:

- Ability to carry out written and oral instructions

- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors and staff in high-stress situations
- Stand and sit for periods of time

SUPERVISION: While on duty, receives direction from the Charge Nurse or their assigned delegate.