

San Francisco and Marin Intergroup

Marin Pop-Up Bookstore Coordinator Volunteer Description

Description:

The Marin Pop-Up Bookstore Coordinator is responsible for operating the Pop-Up Bookstore at the monthly Marin District meeting. Each month, A.A. groups in Marin County will order literature from the San Francisco and Marin Intergroup to be delivered to the District meeting at Vivalon, in San Rafael. The Special Worker will prepare the order. However, the Pop-Up Bookstore Coordinator will be responsible for picking up the literature from Central Office (in San Francisco) preferably on the Saturday or Monday directly before the Monday District meeting. In addition, there will be a box of additional literature to be sold at the District meeting.

The Pop-Up Bookstore Coordinator will arrive at the District meeting before 6:30 pm to set up the Pop-Up Bookstore table. In addition to bringing the literature, the coordinator needs to have sufficient computer skills to process any extra orders that happen during the District meeting.

Following the District meeting (either the next day or two), the coordinator will either meet up with the San Francisco and Marin Intergroup Executive Director to drop off any items not sold, or will need to deliver additional items back to Central Office.

Skills and Requirements:

The Marin Pop-Up Bookstore Coordinator should be organized, possess excellent computer, and oral communication skills, and be highly detail-oriented. Previous customer service experience is a plus.

The Marin Pop-Up Bookstore Coordinator needs access to a reliable car. The liaison must own a personal computer or use a San Francisco and Marin Intergroup computer when at the District meeting.

They must be able to attend the monthly Marin District meeting at Vivalon from 6:30 pm to 9:45 pm / 10 pm.

The commitment is 1 year and the sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.

Reimbursement:

Due to the financial demands of this volunteer position, including gas, bridge toll, and parking, San Francisco and Marin Intergroup will reimburse the individual to cover those monthly expenses.

The 2022 standard mileage rate for the remainder of the year is 62.5 cents per mile. In order to receive reimbursement an expense report must be submitted.

For more information: aa@aasfmarin.org