



Volunteer Local Coordinator (LC)

Goals of Local Coordinator (LC):

- Serve as a resource for Regional Coordinators (RC) and/or National Office
 - Who are far enough from a cluster of local meetings that frequent face-to-face contact is difficult or even impossible; or
 - Where an aggregation of local meetings within a small area has grown to a concentration that would benefit from guidance separate from the area primarily overseen by the RC. (This occurs in Chicago, Mentor, SFO, New York City, and San Diego. Each of these areas has an RC covering larger areas); and
- Provide an additional layer of guidance, accountability, and contact where meeting numbers make it difficult to maintain a consistent level of support by an RC.

Local Coordinator Requirements:

- Completion of facilitator training or higher
- 6 months experience as a facilitator or prior approval from RCs and/or National Office

Local Coordinator Responsibilities:

- Adhere to SMART Recovery's Volunteer Code of Conduct and Behavioral Guidelines.
 - Promote SMART Recovery on a microlevel e.g., social, electronic, and print media (press releases in local papers about new meetings, Facebook page promoting localized meetings, flyers or emails to local organizations, tabling events etc.); and/or
 - Create a seeding plan with other facilitators to help populate new meetings; and/or
 - Help create a pool of local substitute facilitators for when meeting facilitators are unable to run their meeting; and/or
 - Liaise with RCs and National Office to track newly established, active, and recently closed meetings. And/or
 - Share information among the RCs, National Office, local facilitators, and SMART participants; and/or
 - Verify that meetings and facilitators are qualified and registered with the National Office; and/or
 - Inform RCs and National Office about opportunities for local SMART Recovery expansion (jails, hospitals, probation, treatment centers) and promotion (Inside/Out, Family & Friends meetings, Onsite Trainings, etc.); and/or
 - Be a local point of contact for RCs, National Office and people seeking to fulfill roles within SMART Recovery USA, and help with background gathering, encourage submission of letters of interest for RC role; and
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How to Become a Local Coordinator:

Thank you for your interest in SMART Recovery. If you are interested in being a Local Coordinator, please email a letter of interest, containing the following information, to your Regional Coordinator:

- Your general background and reason for interest.
- Your history with SMART Recovery; and
- Anything else about yourself that you feel would help you in the position.

Letters of interest are reviewed by the RC and shared with the RC Chair, Assistant Executive Director and Volunteer Support Manager for approval. Once approved, the RC will email approval notification to the new LC (with a copy to Chair, Assistant Executive Director and Volunteer Support Manager) and add contact information to regional LC spreadsheet.