

OPEN COORDINATOR POSITION - TORRANCE STATE HOSPITAL

The following information has been gathered from Denny M. detailing the position duties and responsibilities for coordinating the **A.A. meetings at Torrance State Hospital** located at 121 Longview Dr. Torrance, PA 15779 (near Blairsville) Meeting time is from 8:00pm to 9:00pm

Background:

District 23 has been responsible for providing Alcoholics Anonymous meetings at Torrance since 1981. It was started by Findley B., Theda Daugherty and Forrest M. Then Denny M. joined them in June of 1990. Ed J. came along in the mid-90's.

Responsibilities:

The coordinator(s) need to commit to be there every Monday from 7:00 to 9:15pm every Monday.

The person(s) need to be on time and dependable.

There is a lot of setting up to do before the patients arrive.

Two people are needed every other week so one can go set up the forensic meeting while the other handles setting up the Greisman meeting.

The coordinator(s) will be required to fill in when speakers are unable to attend or don't show up at the last minute and be able to handle discussion with the patients.

The coordinator(s) will also need to instruct patients of proper meeting etiquette and how not to be disruptive during the meeting.

They will have to be able to interact with challenged patients and need to prepare them to go to outside meetings.

Meet the speaker(s) at the front door and get them signed in and directed to the meeting room.

The meeting format can be Q&A, discussion or speaker(s)

Over the years they have personally hauled patients to outside meetings and they also do their own "Bridging the Gap" for transferred patients.

Currently 8 of the 12 months are being supported by members from District 28 (Murrysville/Plum)

As of September 22, 2025 Denny M. has requested to be removed as the facility coordinator from the H&I list. Denny is willing to assist with getting the new person(s) started so as not to interrupt meetings for the patients. He requested that it would be best to have two people trained due to the commitment. Alcoholic Anonymous has always been dependable and consistent over the years. This would be a great service job for someone who is interested and Denny will assist in the transition. He has a job description of what the position entails. It is not like a regular meeting. The pamphlet AA in Treatment Setting has a lot, but not all of what we do at Torrance as a routine duty. There is a whole year of prescheduled regular rotation of homegroups and contact people.

Please contact Denny M at 724-464-7787 or Jon A.(district 23 DCM) at 724-244-0474 if interested in the service position. Thank you.

Torrance meeting set-up guidelines for Civil Side:

- Set out YELLOW volunteer attendance record sheet: HIPPA form
- Set up room by 7:30pm and unlock door leading to the elevator for the volunteers
- Arrange 30+ seats in the front two-thirds of the dining room
- Unlock bathroom doors
- Setup PA system on window for tray return
- Put out snacks, 21 plates, beverages and literature
- Place large garbage can by door and small on by beverage cart
- Leave lights off in rear of room
- Unlock both doors in dining room
- Allow patients in at 7:45 and instruct them to sit in front section, closest to doors not past the last post looking into room
- Announce over the PA system at 7:50 the AA meeting will start in 10-minutes in the dining room on the second floor. Page # 606
- Try to monitor consumption of snacks by patients who come in first, one plate and no picking off other plates
- At the beginning of the meeting move drinks and food behind the counter and turn off lights in the kitchen area.
- Announce at the start of the meeting that the meeting is not over until after the Lord's Prayer
- Inform the attendees to throw garbage away after the meeting on their way out and not during the meeting
- Inform the attendees to not move about during the meeting.

After the meeting:

- Wipe off the tables
- Put snack containers / beverages back on the cart
- Secure literature and PA system
- Lock all doors and turn out lights