



Alpha Chi Omega Operational Volunteer Position Description

Position Title: Leadership Development Specialist

Position Summary: Work with Lead Specialist – Leadership Development and staff counterpart to assist chapters in all areas of leadership development, including but not limited to, officer transitions, executive board retreats, and chapter retreats.

Essential Role Responsibilities:

1. Assist chapters (as needed) to plan and execute effective officer transition retreat and process.
2. Assist chapters (as needed) to develop and execute an executive board retreat.
3. Assist chapters (as needed) to create and execute a chapter retreat (including, but not limited to, sisterhood, goal setting, and education on the five membership standards).
4. Assist chapters (as needed) in assessing chapter needs in regard to leadership development.
5. Assist chapters (as needed) in defining and implementing other opportunities to develop leadership skills in its members.
6. Work in collaboration with the leadership development specialist team to develop educational resources, best practices and tools to support the work of the team and aid chapters in implementing leadership development opportunities.
7. Provide ongoing support to chapters who have been assigned or request assistance.
8. At the conclusion of working with a chapter, provide a summary of assistance given and progress made via Collegiate Experience Volunteers online reporting tool.
9. Read, review, understand and uphold all relevant statements of policy, practice and position.
10. Provide on-site support to chapters, as needed.
11. Participate in on-going specialist team communication such as conference calls and the social media groups (such as Facebook).

Working and Reporting Relationships: Reports to Lead Specialist – Leadership Development. Works in tandem with Education & Leadership Initiatives Staff and directly with collegiate chapter officers and advisors.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega's values and brand identity; ability to coach and mentor others; ability to understand and develop programming for collegiate audiences; understanding of leadership development practices and theory for college-aged individuals; ability to think strategically to accomplish above stated outcomes.

Organization Expectations: During the term, the volunteer will:

- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- Become a Life Loyal Alpha Chi Omega.