



Alpha Chi Omega Operational Volunteer Position Description

Position Title: Alumnae Resource Specialist

Position Summary: Alumnae Resource Specialists that work directly with province officers and alumnae chapter officers to design, develop and deliver pertinent resources that enable alumnae chapters to thrive. Several resources are developed and/or evaluated on an annual basis to meet the needs of our evolving alumnae members.

Essential Role Responsibilities:

1. Communication
 - a. Respond to all communications related to the volunteer role within 48 hours
 - b. Participate in monthly team calls and Quarterly Lifetime Engagement Volunteer calls
2. Knowledge-based
 - a. Provide support for alumnae chapters to better serve the needs of alumnae
 - b. Assist alumnae chapters in promoting the alumnae chapter experience
 - c. Contribute to small group or team-wide projects to create and develop tools/presentations/resources
3. Mentor less experienced Alumnae Resource Specialists and fill in for other team members if needed.
4. Travel to chapters is not required. Participation in Province Day or State Day events, if applicable, is encouraged. Travel to training events approximately every two years, usually in Indianapolis, is expected.

Estimated time commitment: approximately 5-10 hours a month.

Working and Reporting Relationships: Reports to Lead Alumnae Resource Specialist and works in tandem with Lifetime Engagement Staff and directly with alumnae chapter officers.

Qualifications:

- Alumna in good standing
- Belief in Alpha Chi Omega's values and brand identity
- Ability to coach and mentor others
- Organizational and leadership ability

Lead Specialists and Specialists may not serve in more than one role on the Lifetime Engagement Volunteer Team at a time. Additionally, Lead Specialists and Specialists may not serve as Province Collegiate Chairs or Province Alumnae Chairs.

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.