

Volunteer Director of Collegiate Experience Volunteers

POSITION DESCRIPTION

POSITION SUMMARY:

The volunteer director of collegiate experience volunteers (DCEV) oversees and directs, with staff counterparts, Alpha Chi Omega collegiate experience volunteer (CEV) lead specialists and regional specialists in the areas of chapter relations and standards, finance, recruitment, Ritual and fraternity appreciation, risk management, and chapter advancement. The volunteer director, in conjunction with staff counterparts, will recruit, train, coach and mentor the lead specialist team as well as provide continued feedback and coaching as the volunteer supervisor to these roles.

ESSENTIAL ROLE RESPONSIBILITIES:

- Manage CEV specialist team.
 - Maintain specialist team roster.
 - Manage specialist team engagement and retention and provide resources and feedback when challenges arise.
 - Provide general CEV team onboarding and offboarding information to specialists.
 - Ensure CEV specialist calls are scheduled and led by lead specialists.
 - Provide updates to CEV team as necessary and communicate national initiatives and programs related to the work of CEV volunteers on a regular basis.
- Manage CEV lead specialist team.
 - Recruit, manage and retain lead CEV specialists.
 - Hold lead CEV specialists accountable to their job descriptions and responsibilities.
 - Arrange onboarding and continued training for lead CEV specialists.
 - Provide ongoing feedback and coaching to lead CEV specialists to ensure quality job performance and execution.

- Schedule and lead CEV calls on a regular basis and maintain consistent and regular communication with lead CEV specialists.
- Maintain team contact list.
- Collaborate with the director of chapter operations and other key staff and volunteer counterparts within the Fraternity on a regular basis
- Read, review, understand and uphold all relevant information and communication from headquarters, including but not limited to policies, Volunteer Acknowledgements, email communication and resources.
- Participate in and contribute to volunteer director calls as organized through the collegiate experience department.
- Serve as a resource to the CEV team.

ESTIMATED TIME COMMITMENT:

5-7 hours per week

WORKING AND REPORTING RELATIONSHIPS:

- Staff Liaisons: senior director of collegiate experience and director of chapter operations
- Managing Department(s): collegiate experience
- Volunteer Team: collegiate experience volunteers (CEV)
- This position works closely with headquarters staff, including chapter consultants, collegiate experience directors and staff, as well as CEV specialists.
- This position serves as the volunteer supervisor for the CEV lead specialists.

QUALIFICATIONS:

- Alumna in good standing
- Champion for Alpha Chi Omega's values and brand ambassador
- Ability to coach and mentor others
- Organizational and leadership ability
- Experience in volunteer management
- Strong communication and organization skills
- Excellent verbal and written communication skills appropriate for different audiences
- Proven project management, goal-setting, teamwork and organizational skills
- Flexible, proactive, self-directed and results-oriented
- Approachable, diplomatic and open-minded
- Ability to give and receive coaching and feedback
- Willingness to make positive change and have constructive conversations with peers
- Preferred experience:
 - Long-term and advanced volunteerism within Alpha Chi Omega
 - Success in managing and mentoring volunteers in a remote environment

ORGANIZATION EXPECTATIONS:

- The volunteer will participate in the annual evaluation process.
- The volunteer will sign the Volunteer Acknowledgements, annually.
- The volunteer will attend Volunteer Summit and other in-person or virtual trainings as requested.
- Occasionally the volunteer may be asked to travel on behalf of Alpha Chi Omega. It is expected that the volunteer adheres to all volunteer travel guidelines.
- The volunteer will be a positive financial steward of the Fraternity's monetary resources.
- The volunteer director of CEV is defined as a national volunteer in Alpha Chi Omega's policies. This means the volunteer director of CEV may not serve in multiple roles, unless temporarily filling a vacancy to assist on one of the CEV teams.

ORGANIZATION ENCOURAGEMENTS:

- During the term, the volunteer is encouraged to support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- The volunteer is encouraged to attend convention, as able.
- The volunteer is encouraged to maintain active membership in an alumnae chapter.