

## Alpha Chi Omega Operational Volunteer Position Description

**Position Title:** Program Support Specialist – Education and Leadership Initiatives

**Position Summary:** Work with the education and leadership initiatives (ELI) staff to successfully implement all Alpha Chi Omega chapter programming including MyJourney, Barriers to Facilitation, the new member Dedication and Programs with Purpose. Program Support Specialists work directly with headquarters staff to support chapters' implementation of programming mentioned above and making them integral parts of each chapter's calendar.

**Essential Role Responsibilities:** (*Easily measured for evaluation purposes*)

1. Positively promote and advocate for all Alpha Chi Omega programming, including but not limited to: MyJourney, Barriers to Facilitation, the new member Dedication and rotational programs.
2. Create Programs with Purpose and other curriculum as requested.
3. Facilitate programs, as needed and requested, such as Barriers to Facilitation.
4. Maintain regular communication with the specialist team and ELI staff.
5. Respond to communication within three days, follow through on commitments made, and when promised provide resources in a timely manner.
6. Participate in on-going team conference calls, and in-person training as scheduled. If unable to attend call, watch recorded Webinar within 7 days of link being sent out via email.
7. Join immediately and regularly check the MCR for Collegiate Experience Volunteers information and reminders.
8. When working with specific collegiate chapters, complete reports on assigned chapters as requested.
9. Report any concerns with a chapter to the assistant director of education and leadership initiatives immediately via email or phone.
10. Use current and appropriate terminology when communicating. For example: Headquarters instead of "Nationals," new member instead of pledge, VP membership programming instead of VP membership development, etc.
11. Estimated Time Commitment: 2 to 10 hours per month, depending on departments' needs.

**Working and Reporting Relationships:** Reports to the assistant director of education and leadership initiative staff and works directly with collegiate chapter officers, advisors and province officers as requested.

**Qualifications:** An alumna in good standing; belief in Alpha Chi Omega's values, brand identity, and programming initiatives; ability to coach and mentor others; ability to think strategically to accomplish above stated outcomes; able to attend all training programs; willing to communicate when needed.

**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 as you are able.