



VOLUNTEER JOB DESCRIPTION RECRUITMENT LEADER

DESCRIPTION

It is the general responsibility of Recruitment Leader to oversee collegiate chapter growth initiatives. Utilizing their experience, leadership and coaching skills they ensure assigned collegiate chapters have the recruitment support they need to attain Quota and Total. They ensure chapters' recruitment advisors have the knowledge, skill, relationships and confidence to promote chapter recruitment success.

TIME:

Estimated hours per week, varying within the academic year, 5 - 10 hours weekly and 10 - 15 hours weekly during high volume time periods

High-volume time periods could include at the beginning of each term (August - September and January - February) with training in July and August.

Participate in volunteer development training including monthly calls, educational sessions with Phired Up, and as needed individual follow up with VP-Growth and Retention and related volunteers

Travel some travel to visit chapters may be required

Attend convention

TERM: 2-year term

APPOINTED BY: National Council

SUPPORTED BY/REPORTS TO: Vice President-Growth and Retention

NATIONAL OFFICE STAFF CONTACT: Director of Chapter Services

PROVIDES SUPPORT TO: Chapter Advisors, VP-Recruitment or Membership

RESPONSIBILITIES

Ensure assigned chapters have the recruitment they need to be successful by assisting chapter advisors in ensuring an effective recruitment advisor is appointed and trained and coaching and mentoring recruitment advisors in alignment with Alpha Epsilon Phi's growth philosophy

Supervise collegiate chapter recruitment activities for assigned chapters by reviewing, evaluating, implementing and coaching advisors and officers on recruitment information, plans and results

Partner with Phired-Up to support the coaching community involvement of assigned chapters

- Ensure that collegiate chapters have at least one officer in attendance for their monthly coaching community call, and their monthly individual call
- Follow up with assigned tasks from Phired Up coach, maintaining records and updating reporting structures

Ensure chapters are using provided technology: Chapterbuilder and MyVote

- Become a subject matter expert on the uses of Chapterbuilder
- Become a subject matter expert on the uses of MyVote

Develop and implement a recruitment strategy with collegiate chapter

- Work with local chapters and recruitment teams to develop a recruitment strategy that aligns with Alpha Epsilon Phi's growth philosophy

Strengthen recruitment practices of assigned chapters by collaborating with recruitment team members to maintain, analyze and verify recruitment statistics and assisting VP-Membership and recruitment advisor in understanding performance metrics based off of previous years RFM report

Ensure assigned chapters have attained or are working toward Panhellenic Total by advising and directing the proactive and ongoing planning of a continuous open bidding plan in collaboration with the recruitment advisor and Chapter VP-Membership/Recruitment

Review and respond to recruitment reports and complete other recruitment reports as requested

- Manage communication with local chapters, responsible for communicating with chapters to ensure they are following the sorority's recruitment policies and procedures
- Provide daily updates on Phi Portal throughout recruitment based on priorities, flex plus and minus list
- Understand RFM reports and be able to communicate and coach based on previous years progress, identify trends and opportunities for improvement
- Understand NPC policies and Unanimous Agreements as they relate to anything recruitment related.

Ensure assigned chapters achieve the specific recruitment goals set forth by the sorority's growth plan, chapter recruitment plans and sorority and chapter needs

Explain and ensure implementation of sorority policies and protocols and National Panhellenic Conference Manual of Information by assigned collegiate chapter(s) and provide rationale for changes as

Work with Advisory Board Directors, advisory boards, VP-Growth and Retention and Director of Chapter Services to ensure healthy chapter operations and address chapter challenges, crises and situations, as appropriate

Training and support of local recruitment teams

- Will provide training and support to local recruitment teams and advisory boards to ensure that they have the knowledge and resources to conduct successful recruitment events

Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation ● Read and be familiar with:

- Sorority Bylaws and Policies

■ This information is available under HQDocs found on PhiPortal

- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business