



# **VOLUNTEER JOB DESCRIPTION DIRECTOR OF RITUAL EDUCATION**

## **DESCRIPTION**

It is the general responsibility of the Director of Ritual Education to oversee the development and implementation of Alpha Epsilon Phi's ritual education program. This will include educating members on the sorority's values and traditions, and ensuring that the sorority's rituals are properly understood and respected. Ensuring that the sorority's values and traditions are properly understood and respected by members, and promoting the ongoing relevance and significance of these values and traditions. The Director of Ritual Education will partner with the Vice President-Member Experience and the Director of Educational Programming.

## **TIME:**

Estimated hours 1-3 per week, varying within the academic year

Participate in volunteer development training

Travel not required, however may be requested to do some in-person chapter training

Attend convention

**TERM:** 2-year term

**APPOINTED BY:** National Council

**SUPPORTED BY:** Vice President-Member Experience

**NATIONAL OFFICE STAFF CONTACT:** Director of Educational Programming

**PROVIDES SUPPORT TO:** Chapter Advisors, Chapter Presidents, Ritualists

## **RESPONSIBILITIES**

**Develop and implement a comprehensive ritual education program that aligns with the sorority's values and traditions. This would include an assessment of what the chapters are doing currently and what ritual items the chapters have in their possession.**

**Develop guidelines for storing ritual materials.**

**Provide training and resources to members on the sorority's rituals, including their history, symbolism, and significance**

**Work to integrate ritual education into other programming and initiatives**

**Ensure that the sorority's rituals are properly performed and respected**

- That members understand the importance of maintaining the integrity of these rituals

**Produce written material to help with the understanding of ceremonies and rituals.**

**Serve as a resource for members who have questions or concerns about the sorority's rituals or values**

**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