

NPC Volunteer Team Leader

Supervisor: Chief Panhellenic Officer

Department: Panhellenic

Date Created or Revised: December 2024

Purpose

This position is primarily responsible for coordinating the recruitment and selection of members for National Panhellenic Conference (NPC) volunteer roles. This role provides oversight, coaching and development for members serving in NPC volunteer roles.

Responsibilities

- Recruit members to serve in NPC volunteer roles, on NPC committees and task force appointments.
- In partnership with the chief Panhellenic officer, select members to serve in NPC volunteer roles and serve on NPC committees and task force appointments.
- Build comradery between members serving in NPC volunteer roles through periodic team meetings and individual support.
- Ensure members serving in NPC volunteer roles attend required training(s), as necessary.
- Provide coaching and constructive feedback to members serving in NPC volunteer roles.
- Stay abreast of NPC volunteer trends and future needs. Forecast NPC future needs to organizational stakeholders.

Expectations

- This role requires two to four hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteer.
- Complete supervising Fidelity volunteer modules and other required training.
- Be in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.

Preferred Competencies and Experiences

- NPC volunteer experience preferred.
- Supervisory experience preferred.
- Working knowledge of NPC Manual of Information.
- Volunteer recruitment experience.