

Extension Specialist

Supervisor: Chief Experience Officer

Department: Member Experience

Date Created or Revised: January 2025

Purpose

The extension specialist executes the extension recruitment plan for assigned projects to establish new chapters and reestablish closed chapters of Gamma Phi Beta.

Responsibilities

- Review Sorority Growth project rubric, exploratory visit report and advance visit reports for assigned projects.
- Execute extension plan (public relations plan, extension recruitment plan, and continuous opening bidding plan) as outlined by the chief experience officer.
- Participate in all necessary team training, conference calls and meetings.
- Assist in the recruitment and selection of the extension recruitment volunteer team.
- Attend extension recruitment from personal appointments through Bid Day as the lead for the extension recruitment volunteer team.
- Serve as the hostess and emcee for each extension recruitment event.
- Delegate responsibilities to extension team volunteers as needed.
- Facilitate membership selection during extension recruitment.
- Participate in extension recruitment project debrief.

Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of six terms.
- This role requires three to 10 hours per week on average. Peak times for this role occur during the execution phase of the extension plan, during which time volunteers may exceed the estimated time commitment.
- Volunteers in this role will be expected to travel up to 20 days per year. Travel will include on-site support for the extension process.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

Preferred Competencies and Experiences

- Critical Thinking.
- Communication.
- Gamma Phi Beta Knowledge.