

## Extension Specialist

**Supervisor:** Chapter Services Manager

**Department:** Chapter Services

**Date Created or Revised:** September 2021

### Purpose

The extension specialist executes the extension recruitment plan for assigned projects to establish new chapters and re-establish 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 sorority growth manager.
- Participate in all necessary team training, conference calls and meetings.
- Assist in the 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, consulting collegiate chapter supervisor as needed for grade exceptions.
- Participate in extension recruitment project debrief.

### Expectations

- This role requires five to 15 hours per week prior to extension recruitment.
- This role requires 40 hours per week during extension recruitment.
- Volunteers in this role will be expected to travel five to 10 days per year
- Complete required Fidelity for Volunteers modules and other required training.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at [GammaPhiBeta.org](https://GammaPhiBeta.org) > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!

### Preferred Competencies and Experiences

- Selects team members with consideration for team roles.



- Prepares prior to communicating.
- Employs active listening to guide volunteer team.
- Takes ownership over team tasks and activities based on team needs.
- Strategically prioritizes tasks.
- Models integrity, honesty and high standards of confidentiality consistent with Sorority values when guiding team in membership selection.

