

Recruitment Team Leader

Supervisor: Chapter Services Manager

Department: Chapter Services

Date Created or Revised: May 2020

Purpose

The recruitment team leader uses her experience, leadership and strategic thinking skills to ensure the recruitment team and all collegiate chapters have the support and resources they need to meet the Sorority's recruitment goals. They ensure recruitment supervisors have the knowledge, skills, relationships and confidence to execute recruitment at assigned chapters and for the Sorority.

Responsibilities

- Collaborate with the director of Collegiate Experience and regional and new chapter team leaders to appoint a recruitment supervisor for each team.
- Work closely with the director of Collegiate Experience and International Headquarters staff to design and deliver a comprehensive recruitment supervisor training curriculum.
- Enhance job performance and team building for recruitment supervisors by leading an annual recruitment team meeting and team calls and communicating pertinent information via email.
- Coach recruitment supervisors through goal setting and regular feedback on goal progress, strengths and challenges.
- Execute recruitment supervisor responsibilities in their absence.
- Provide strategic direction for recruitment supervisors by implementing specific goals set forth in the Sorority's strategic plan.
- Collaborate with recruitment supervisors, regional/new chapter team leaders, Panhellenic team members and professional staff to execute chapter recruitment plans based on Sorority priorities and chapter needs.
- Participate in the transition of new chapters into the regional structure, as necessary.
- Manage recruitment team operations (including legacy program and RFM strategy), adhere to approved processes, update Sorority working documents and complete reports as requested.
- Encourage regular communication, cooperation and relationships among recruitment supervisors and with other workforce personnel to address chapter challenges
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority.

Expectations

- This role requires 15 hours per week, on average, during the academic year.

- Travel: Volunteers in this role will be expected to travel two to seven days per year.
- Learn and utilize Beta Base (chapter reporting system), RFM Reports (recruitment strength analysis) and OmegaRecruit (recruitment data tracking tool) for all chapters.
- Complete all Fidelity volunteer online lessons and other required training.
- Complete training conversations with chapter recruitment manager within six weeks of appointment.
- Plan and lead annual recruitment team meeting and regular recruitment team calls.
- Pay annual international alumnae dues or become a Life Loyal member.
- Respond to all communication within 48 hours.
- Pay annual **international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at 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

- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.
- Experience leading a team to meet established goals.
- Desire to mentor and coach other alumnae volunteers.
- Ability to think critically about issues to propose a solution.
- Advanced knowledge of Gamma Phi Beta policies, procedures, resources and recruitment best practices.