

Recruitment Team Leader

Supervisor: Director of Chapter Services

Department: Chapter Services

Date Created or Revised: January 2025

Purpose

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

Responsibilities

- Collaborate with the director of chapter services, Panhellenic team leader and regional and new chapter team leaders to appoint a recruitment/Panhellenic supervisor (RPHS) for each team.
- Design and deliver a comprehensive PRS training curriculum, working closely with the director of chapter services, Panhellenic team leader and International Headquarters staff.
- In partnership with the Panhellenic team leader, enhance job performance and team building for RPHS team by leading team meetings/calls and communicating pertinent information.
- In partnership with the Panhellenic team leader, conduct annual performance evaluation for team members and have ongoing conversations regarding performance.
- Execute recruitment responsibilities in the absence of a RPHS.
- Provide strategic direction for RPHS by implementing specific recruitment goals as set forth in the Sorority's strategic plan.
- Collaborate with RPHS, regional/new chapter team leaders, Panhellenic team leader and professional staff to execute chapter recruitment plans based on Sorority priorities and chapter needs.
- Manage recruitment team operations (including legacy-maker outreach and RFM strategy), adhere to approved processes, update Sorority working documents and complete reports as requested.
- In partnership with the Panhellenic team leader, encourage regular communication, cooperation and relationships among RPHS team and with other workforce personnel to address chapter challenges.
- Provide feedback and suggestions to appropriate workforce personnel on recruitment resources, programming, project teams and initiatives set forth by the Sorority.
- Communicate regularly with Chief Panhellenic officer and Panhellenic team leader during recruitment seasons.

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 three terms.
- This role requires four to eight hours per week on average. Peak times for this role are based on the recruitment schedule assigned, during which time volunteers may exceed the estimated time commitment. During peak times, this role may require up to 20 hours per week.
- Volunteers in this role will be expected to travel up to nine days per year. Travel will include chapter visits, Recruitment Summit, and Collegiate Leadership Consultant training annually and the REAL Leadership Institute (RLI) and convention in alternate summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

Preferred Competencies and Experiences

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