

Onboarding Specialist

Supervisor: Human Resource Manager

Department: Human Resources

Date Created or Revised: October 2023

Purpose

The onboarding specialist orientates and welcomes new volunteers to Gamma Phi Beta. She utilizes her experience, leadership and facilitation skills to engage new volunteers in robust onboarding and ensure that volunteers have the knowledge, relationships and confidence to succeed in their new role.

Responsibilities

- In partnership with her supervisor, work to create, improve, execute and revise processes for volunteer onboarding.
- Implement appropriate methods and strategies for volunteer onboarding.
- Lead new volunteer onboarding sessions approximately four times annually.
- Complete pre- and post-onboarding session touchpoints with new volunteers to support volunteers in the completion of their onboarding actions.
- Provide feedback to the human resources manager about new volunteers' onboarding process and overall connection to their department and international Gamma Phi Beta.
- Assist the human resources manager in onboarding content and process updates to ensure relevancy of the new volunteer onboarding process.
- Introduce and inform volunteers about non-positional training and development resources and opportunities throughout Gamma Phi Beta.
- Participate in monthly team calls with the Onboarding Specialist Team.
- Participate in quarterly team calls with the Human Resources department team.
- Perform other responsibilities and complete projects, as assigned.

Expectations

- This role requires 10 hours per month, on average.
- Travel: Volunteers in this role will be expected to travel zero to two days per year.
- Learn and utilize Beta Base for all chapters.
- Complete the basic Fidelity 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 > 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

- Previous Gamma Phi Beta volunteer experience.
- Passion for mentoring and leading other members.
- Experience facilitating adult learning in-person and/or via online platforms.
- Effective and clear communication skills.

