

Alumnae Initiate Team Leader

Supervisor: Alumnae Engagement Coordinator

Department: Alumnae Engagement

Date Created or Revised: January 2025

Purpose

The Alumnae Initiate Team Leader reports to the alumnae engagement coordinator. The Alumnae Initiate Team Leader is responsible for the outreach, promotion, education and facilitation of the alumnae initiate program. The team leader will support the alumnae initiate specialists in the planning and execution of the alumnae initiate program.

Responsibilities

- Recruit and train alumnae initiate specialists.
- In collaboration with alumnae engagement department staff, create strategic educational and awareness resources to collegiate and alumnae chapters.
- Assist potential alumna initiates and/or sponsors to obtain completed application packet.
- Share the responsibility of delivering Fidelity to New Members with the alumnae initiate team specialist.
- Work with Alumnae Engagement department staff to ensure badge ordering, loyalty pledge completion and other necessary requirements for initiation have been successfully completed.
- Lead the alumna initiate specialist in performing virtual Initiation and education.
- Enhance performance and team building for alumnae initiation specialists by leading team calls once a month and communicating pertinent information via email.
- Support alumnae initiate specialists with problem solving, planning and executing.
- Maintain communication with Alumnae Engagement department staff on status of alumnae Initiation by meeting once a month and communicating pertinent information via email.
- Train successor to ensure a thorough transition; send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- Perform other duties as assigned.

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 two to five hours per week on average. Peak times for this role include October and March, during which time volunteers may exceed the estimated time commitment.
- Volunteers in this role will be expected to travel up to three days per year. Travel will include attendance at the REAL Leadership Institute (RLI).
- 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

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