

# Recruitment Supervisor

**Supervisor:** Regional Team Leader

**Department:** Chapter Services

**Date Created or Revised:** April 2019

## Purpose

Recruitment supervisors utilize their experience, leadership and coaching skills to ensure assigned collegiate chapters have the recruitment support they need to attain Quota and Total. They ensure chapters' recruitment advisors have the knowledge, skills, relationships and confidence to promote chapter recruitment success.

## Responsibilities

- Assist chapter advisors in appointing, training, coaching and mentoring an effective recruitment advisor in alignment with Gamma Phi Beta's recruitment advisor resources.
- Supervise collegiate chapter recruitment activities for assigned chapters. Review, evaluate, implement and coach advisors and officers on recruitment information, plans and results.
- Strengthen recruitment practices of assigned chapters by collaborating with recruitment team members to maintain, analyze and verify recruitment statistics.
- Assist membership vice president and recruitment advisor in administering and understanding new member surveys and member evaluations.
- Ensure assigned chapters have attained or are working toward Panhellenic Total by advising and directing the proactive and ongoing planning of a continuous open bidding program in collaboration with the recruitment advisor and membership vice president.
- Review and respond to recruitment reports in Beta Base and complete other recruitment reports as requested.
- Work with the recruitment team leader-regional operations and the recruitment team leaderspecial support to identify chapters in need of additional recruitment support.
- Collaborate with regional and new chapter team members annually to determine, schedule and lead chapter recruitment visits for assigned collegiate chapter(s) using chapter visit guidelines and submit report via Beta Base within 10 days of visit.
- Manage calls from legacies and legacy-makers for assigned chapters and as determined by the Sorority's recruitment team.
- Ensure assigned chapters achieve the specific recruitment goals set forth by the Sorority's strategic plan, chapter recruitment plans and Sorority and chapter needs.

- Explain and ensure implementation of Sorority policies and protocols and National Panhellenic Conference Manual of Information by assigned collegiate chapter(s) and provide rationale for changes as needed.
- Work with collegiate chapter supervisors, finance supervisor and regional/new chapter team leader to ensure healthy chapter operations and address chapter challenges and situations, as appropriate.
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority

### Expectations

- Volunteer 10-15 hours per week, on average, during the academic year.
- Travel: Volunteers in this role will be expected to travel up to 10 days per year.
- Complete all Fidelity volunteer online lessons and other required training.
- Complete training conversations with regional team leader within six weeks of appointment.
- Learn and utilize Beta Base (chapter reporting system) for assigned chapter(s).
- Participate in annual regional/new chapter team meeting, recruitment team meeting and regularly scheduled team calls. 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](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

- Self-awareness of strengths, challenges and motivation for volunteering
- Effective, clear and timely written and verbal communication
- Experience working on a team to meet established goals
- Desire to mentor and coach other alumnae volunteers
- Base knowledge of Gamma Phi Beta and National Panhellenic Conference recruitment policies, procedures and plans
- Ability to think critically about issues to propose a solution