

Panhellenic Team Leader

Supervisor: Chief Panhellenic Officer

Department: Member Experience

Date Created or Revised: January 2025

Purpose

The Panhellenic 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 goals. They ensure recruitment/Panhellenic supervisors have the knowledge, skills, relationships and confidence to support Panhellenic issues at assigned chapters and for the Sorority.

Responsibilities

- Collaborate with the director of chapter services, recruitment team leader and regional and new chapter team leaders to appoint a recruitment/Panhellenic supervisor (RPHS) for each team.
- Work closely with the director of chapter services, recruitment team leader and International Headquarters staff to design and deliver a comprehensive recruitment/Panhellenic supervisor training curriculum.
- In partnership with the recruitment team leader, enhance job performance and team building for RPHS team by leading team meetings/calls and communicating pertinent information.
- In partnership with the recruitment team leader, coach RPHS through goal setting and regular feedback on goal progress, strengths and challenges.
- Execute Panhellenic responsibilities in the absence of a RPHS.
- Provide feedback and suggestions to appropriate workforce personnel on Panhellenic resources, programming, project teams and initiatives set forth by the Sorority.
- Educate RPHS team and other workforce personnel on National Panhellenic Conference (NPC) Unanimous Agreements, policies and procedures.
- Work with the Chief Panhellenic officer to support collegiate chapters, NPC initiatives, college Panhellenic issues as requested.
- Support RPHS in review of meeting minutes from campus Panhellenic meetings, Panhellenic bylaws and governing documents and Panhellenic recruitment rules.
- In partnership with the recruitment team leader, encourage regular communication, cooperation and relationships among RPHS team and with other workforce personnel to address chapter challenges.
- Communicate regularly with Chief Panhellenic officer and recruitment team leader during recruitment seasons.
- In partnership with recruitment team leader and chief Panhellenic officer, plan and conduct training for collegiate leadership consultants as requested by CLC program manager.

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 five to 15 hours per week on average.
- 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) 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

- Communication.
- Gamma Phi Beta Knowledge.
- Mentorship.
- Knowledge of NPC policies and procedures is preferred.