



DELTA TAU DELTA

Delta Tau Delta Fraternity Job Description

Job Title: Volunteer Recruitment Coordinator

Position: Full time; may be eligible to work remotely

Exempt/Non-Exempt (OT Eligible): Exempt

Supervisory responsibilities: None

Reports to: Director of Volunteers

Job Summary:

The Volunteer Recruitment Coordinator (VRC) oversees the process to recruit lead chapter advisors who support the development of our undergraduate members. It oversees initial outreach to potential candidates, develops new and inventive ways to recruit advisors and oversees the background check process for Fraternity volunteers. In addition, it executes the onboarding of new chapter advisors.

Essential Duties:

Strategic Work:

- Grow the organization through volunteer recruitment as one quarter of strategic plan is volunteer support.
- Develop strategies to fill advisor vacancies.
- Reduce average chapter advisor vacancy time.

Functional Responsibilities and Deliverables:

- Manage the volunteer prospect pipeline by adding quality leads and moving those leads through the pipeline.
- Adopt methods to recruit and place volunteers as advisors in each undergraduate chapter/colony.
- Oversee the background check and volunteer renewal process for all Fraternity volunteers.
- Execute onboarding of new chapter/colony advisors.
- Work collaboratively with the Division Presidents to identify key advisor vacancies within each of the divisions and assign priority to those vacancies.
- Recruit campus faculty advisors as needed.
- Vet potential volunteer candidates.
- Confirm advisors complete LMS modules.
- Work with vendors and finance to pay invoices.
- Utilize a task managing process to track recruitment work.
- Assist with the creation and distribution of educational resources for volunteers.

Competencies



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The following competencies have been identified as important behaviors the person in this position will need to possess and develop. The initial onboarding process, ongoing personal development and performance benchmarks for this position will focus on these job competencies:

Business	Team	Personal development
<ul style="list-style-type: none">• Accountability• Action oriented• Collaboration• Communication• Influence	<ul style="list-style-type: none">• Balances stakeholders• Creates trust• Inclusiveness• Motivates others• Relationship building	<ul style="list-style-type: none">• Credibility

Other Responsibilities:

- Travel will focus on the recruitment of volunteers and for Fraternity programs.
- Assist with the execution of Division Conferences as needed.
- Attend the Karnea convention in even years.
- Act a representative of the organization and an ambassador of Delta Tau Delta.
- Work with various departments and external audiences in communicating and achieving organization initiatives.
- Assist with other duties and projects as assigned.

Required Qualifications (Education, experience, knowledge, skills, overtime, licenses, etc.):

- Candidates should have a bachelor's degree as well as knowledge of fraternity and sorority life and chapter operations.
- Travel approximately 10-15 percent of the time through the contiguous United States via car or plane.
- Candidates should have a valid driver's license.
- Experience with establishing priorities and meeting deadlines for assigned projects.
- Demonstrated ability to manage expectations and anticipate mistakes, missteps and failures.
- Ability to speak with a purpose and communicate a clear vision of goals.
- Willingness to seek input form others and provide feedback even when it is uncomfortable.

Physical Demands (Need to perform job duties and responsibilities):

While performing job responsibilities, employee is required to talk, hear, see, sit for extended periods, stand, bend, walk, use hands and fingers to handle and feel, and lift at least 40 lbs. Vision abilities required by this job include close and distance vision.

Compensation



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Compensation is commensurate with education and experience, starting at \$46,000. Benefits include comprehensive health plans, 401k with employer match after first year of employment, a AAA membership, a laptop, a cell phone and continuing education. Based on achieving goals, this position may be eligible for an annual bonus.

To Apply

1. Complete the online application found at www.delts.org,
2. Email a cover letter addressing the prompts listed below,
3. Email a resume, and
4. Email two professional or experiential reference letters.

For immediate consideration, send items to: Bentley Anderson, Director of Volunteers at bentley.anderson@delts.org

In your cover letter, please include responses to the following prompts:

- Describe a time when you had to organize your tasks and to-do items according to your priorities.
- Describe a time when you had to use your words to inspire others to act.
- Describe a time when you had to consider your credibility factors.