



## **Staff Position Description: Leadership Coach 2023-2024**

**Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.**

### **FUNCTION:**

The Leadership Coach serves as a liaison between Fraternity Headquarters, National Council and college chapters. The Leadership Coach works as a team member with Education and Leadership staff, Member Services Department, Alpha Xi Delta Foundation, and National Fraternity volunteers to foster member development through building life skills; facilitating CliftonStrengths™ and helping to implement the *Inspire* program and new Fraternity programmatic initiatives in our chapters.

### **QUALIFICATIONS:**

- Member in good standing with Alpha Xi Delta Fraternity.
- Bachelor's Degree from an accredited college/university.
- Eligible to work in the United States.
- Satisfactory driving record.
- Knowledge of the Fraternity member development initiatives.
- Able and willing to represent the ideals of the Fraternity.
- Able to work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity volunteers.
- Ability to take initiative and use creative thinking to solve problems/overcome obstacles.
- Ability to set goals and carry out mission and direction of the National Fraternity.
- Excellent verbal and written communication skills.
- Access to high-speed internet to sustain remote work.

### **RESPONSIBILITIES:**

#### **Programming and Coaching**

- Provide assistance and training to collegiate members and their advisors in the areas of life skills, character development, leadership, and personal growth.
- Assist chapters in implementing the *Inspire* program.
- Create new, and modify existing, programs to reflect a train-the-trainer option for member use.
- Facilitate and/or develop leadership retreats and chapter-wide leadership training events.
- Facilitate CliftonStrengths™ sessions for individuals, chapters and alumnae associations.



# Alpha Xi Delta

REALIZE YOUR POTENTIAL

- Develop and present leadership and/or personal development programs to chapters, Panhellenic councils, university personnel/students and at regional conferences as requested.
- Mentor collegiate members on issues such as leadership, team building and personal development.

## **Leadership**

- Work with staff and volunteers to provide follow-up assistance for the chapters in conjunction with leadership development.
- Willingness to engage in difficult yet meaningful conversations with Sisters and staff members.
- Self-manage work schedule and maintain organization when balancing weekly, remote and/or in person visits with multiple college chapters at a time.
- Professionally convey areas of needed improvement, or areas of continued success to aid in continual evolution of meeting member needs.
- Prepare recommendations for program development, creation, or purchase if a need should become apparent through course of work.
- Ability to be proactive and creative in finding solutions to an ever-evolving member experience.

## **General Management**

- Maintain a workspace in home office that is conducive to facilitating virtual programs, coaching sessions and meetings.
- Travel as needed; however, the position does not require continuous travel.
- Book and manage business travel and adhere to Alpha Xi Delta policies.
- Log and reconcile expense reports in assigned timeframe.
- Maintain weekly communication through reporting, e-mail and voice mail.

Due to the COVID-19 pandemic, the format of the Leadership Coach program has since comprised of both virtual and in-person visits. Alpha Xi Delta reserves the right to change travel expectations as needed.

