

JOB DESCRIPTION

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Title: Director of Health and Safety
Reports to: Chief Operating Officer
Work schedule: Full time, 40+ hours per week
Education required: Bachelor's degree
Experience preferred: 3-5 years work experience
Start Date: Flexible
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Summary of duties and responsibilities

The Director of Health and Safety is responsible for working under the direction of the Chief Operating Officer to promote the mission of Theta Chi's health and safety program, Sacred Purpose®.

The Director of Health and Safety shall organize, compile, and implement expert-level programming in each of the following areas:

- Alcohol and other drugs
- Fire and life safety
- Hazing prevention
- Sexual misconduct prevention
- Suicide prevention and mental health awareness

The Director of Health and Safety shall participate in the resolution of conduct processes at the direction of the Chief Operating Officer, providing educational resources and programming as appropriate.

Essential functions and responsibilities

- Provide leadership to the Fraternity's health and safety program, Sacred Purpose®
- Provide education, resources and training for collegiate Vice Presidents of Health and Safety
- Ensure effective chapter Sacred Purpose® program tracking
- Oversee programming for and execution of Our Sacred Purpose, the annual officer conference for the collegiate Vice Presidents of Health and Safety
- Work with appropriate third parties to maintain relevance and brand equity for any event curriculum

- Work day-to-day with collegiate Vice Presidents of Health and Safety to promote and provide resources for any/all health and safety programming, including:
 1. Alcohol and other drugs
 2. Fire/life safety
 3. Hazing prevention
 4. Sexual misconduct prevention
 5. Suicide prevention and mental health awareness
- Recruit and train volunteer faculty for educational and/or remedial opportunities via Chapter/Colony Advisory Boards, Health and Safety Advisers, and/or Alumni Probation Committees
- Support other headquarters functions as determined by the Chief Executive Officer or designee
- Other duties as may be assigned
- Must submit a Motor Vehicle Record request and be approved by Theta Chi's insurance provider
- Frequent travel is required

Limitations

The Director of Health and Safety shall:

- Act always in accordance with *The Constitution and Bylaws of Theta Chi Fraternity, Inc.*, *The Ritual of Theta Chi Fraternity*, all resolutions and directives from the Grand Chapter and Chief Executive Officer, and all federal, state, and local laws
- Always conform to the *Theta Chi Fraternity International Headquarters Employee Manual* and other policies implemented by management
- Not commit or expend financial resources in excess of annual budgets without prior consent of the Chief Executive Officer
- Not execute any binding contract on behalf of the Fraternity without receiving prior consent of the Chief Executive Officer
- Not hire or terminate employees without receiving prior consent of the Chief Executive Officer
- Notify and receive consent of Chief Executive Officer before submitting any proposals or requests to the Grand Chapter or any other committee or governing board
- Receive consent of the Chief Executive Officer before making any statement to the media

Position Title – Director of Health and Safety

Location – Theta Chi Fraternity International Headquarters; Carmel, Indiana

Compensation – Full-time base salary commensurate with education and experience; health, dental, vision benefits; 401(k)

Job Description – Theta Chi Fraternity is seeking applicants for the position of Director of Health and Safety. The Director of Health and Safety's primary responsibilities are to further develop and provide leadership to the Fraternity's health and safety program, *Sacred Purpose*®, energize a successful communication strategy for *Sacred Purpose*, and provide education, resources, and training for collegiate Vice Presidents of Health and Safety. The Director will also ensure effective program tracking and oversee execution of an annual officer conference for the collegiate Vice Presidents of Health and Safety. The Director will also be charged with the development and implementation of other educational initiatives that may be undertaken by the Fraternity, from time to time. The Director will work with appropriate third parties to maintain relevance and brand equity for any event curriculum. The Director will work on a day-to-day basis with all collegiate Vice Presidents of Health and Safety to organize, compile, and implement expert-level programming in each of the following areas:

- Alcohol and other drugs
- Fire and life safety
- Hazing prevention
- Sexual misconduct prevention
- Suicide prevention and mental health awareness

The Director of Health and Safety will also be responsible for the recruitment and training of volunteer faculty for educational opportunities. The Director will also support other headquarters functions as determined by the Chief Executive Officer or designee.

Minimum Qualifications – A bachelor's degree is required. The successful candidate will be a self-motivated professional, a team player, and must possess a desire to advance the mission of the Fraternity and *Sacred Purpose*®. Candidates must demonstrate: excellent interpersonal skills; ability to work well with collegiate members, alumnus volunteers, and colleagues; ability to adapt to continuously evolving learning styles of college students, strong written and verbal

communication skills; strong facilitation skills; ability to manage multiple projects in a fast-paced and demanding environment; and possess problem-solving abilities. Candidates must be proficient in Microsoft Office and be able to learn the organization's database system. This is a director-level position sometimes requiring irregular work hours for the completion of projects and meetings. Regular business travel will be required. Relocation to the Indianapolis metro area is required.

Preferred Qualifications – A master's degree in a relevant field. Three to five (3-5) years of professional experience in education, fraternal movement, health, and/or related field is preferred. Membership in Theta Chi Fraternity or another fraternity/sorority.

About Theta Chi Fraternity – Founded in 1856, Theta Chi Fraternity is a successful men's collegiate fraternity with over 180,000 initiated members. Throughout its 160+ year history, Theta Chi has developed lasting relationships with the members and institutions it serves. Theta Chi seeks to develop better friends, better students, and better men.

Application Procedure – To apply, please send a cover letter, resume, transcript (unofficial is acceptable), three references, and salary requirements to:

Ray Vanlanot, Chief Operating Officer
Theta Chi Fraternity International Headquarters
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Carmel, IN 46082

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