

# Delta Tau Delta Fraternity

## Job Description

<b>Position Title:</b> Director of Volunteer Recruitment	<b>Position Type:</b> Full-Time
<b>Department:</b> Volunteer Services	
<b>Reports To:</b> Vice President & Chief Operating Officer	

### **Job Summary:**

Director of Volunteer Recruitment will focus on the management of the volunteer prospect pipeline and the placement of highly-talented Fraternity volunteers.

### **Essential Duties and Responsibilities:**

- Manage the volunteer prospect pipeline by adding quality leads and moving those leads through the pipeline.
- Work collaboratively with the Director of Volunteer Services to create programming intended to increase volunteerism within the Fraternity.
- Recruit and place volunteers as advisors in each undergraduate chapter and colony.
- Work to recruit volunteer advisory teams in each colony.
- Work collaboratively with the Director of Volunteer Services to develop orientation, training and recognition strategies for Fraternity volunteers.
- Work collaboratively with other departments including leadership, member education, chapter services and growth to recruit and place volunteers.
- Work collaboratively with the division presidents to identify key advisor vacancies within each of the divisions and assign priority to those vacancies.
- Develop regional alumni events to assist with the identification of potential volunteers.
- Develop strategies to promote among undergraduates the premise the Fraternity will call for their time and talent throughout their lives as alumni members.

### **Nonessential Duties/Responsibilities:**

- Support of division conference planning and programming.
- Other duties as assigned from time to time

### **Direct Reports:**

None

### **Job Requirements:** (Education, experience, knowledge, skills, overtime, travel, licenses, etc.)

- Member of Delta Tau Delta preferred.
- Experience serving as a volunteer preferred.
- Bachelor's degree required.
- Minimum of two years relevant work experience (graduate assistantships considered).
- Experience in personnel recruitment.

- Strong written and oral communication skills, critical thinking skills, project management abilities, attention to detail, and facilitation abilities, curriculum/program development experience preferred.
- Long distance travel by car and airplane required.
- Ability to multi-task while prioritizing deadlines and deliverables.
- Conference and/or event planning preferred.
- Proficiency in Microsoft Excel, Word, Outlook

**Physical Effort:** (Needed to perform job duties and responsibilities)

While performing the responsibilities of the director of volunteer recruitment, employee is required to talk and hear. The employee is often required to sit and use hands and fingers to handle or feel. Vision abilities required by this job include close vision.

**Acknowledgment:**

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Updated: May 19, 2016