National Director - Volunteer

Are you passionate about creating a sustainable culture of recruitment and retention among the National Officer and Volunteer teams?

As the National Volunteer Director, you’ll be expected to provide leadership and support in the areas of recruitment, retention, and infrastructure across the National Officer and Volunteer teams. While there is no “typical day in the life,” the following are the duties and responsibilities you’ll be expected to execute:

- Establish and maintain standards and processes to manage volunteer recruitment
- Coordinate with Central Office and fellow National Officers and Volunteers to identify -- such as through surveys or other feedback tools -- and understand trends affecting retention/attrition rates and implement corrective actions to address them
- Understand the requirements of each National Officer and Volunteer position
- Work with National Officers to ensure their committees are adequately staffed
- Create tools and procedures to reduce overhead and the lower the burden we ask of National Officers and Volunteers
- Contribute to virtual and in-person content creation as directed by Central Office and/or Regional Directors
- Attend all meetings as directed by the National Operations Manager(s)
- Manage a volunteer committee
- Utilize proper National Officer tools as needed

PPM and Constitution-specified duties:

- Execute the duties of a National Director described in the PPM, section 1.4.2
- Execute the voting duties described in the Constitution, Article IV section 5

This Position Might be for You if:

You take initiative. When you see a problem, you tackle it without waiting for someone else to point it out or direct you.

You are passionate about creating an engaging and rewarding culture among the National Officer and Volunteer teams. You understand that when people have all of the tools and support they need to be successful, Theta Tau can operate most effectively, and you continually seek to make that a reality.

You enjoy working across several parts of the organization - this position is unique in that you must be able to effectively communicate with both internal stakeholders (National Officers, Volunteers, Executive Council, etc.) and external stakeholders (Chapter Officer Teams, local alumni clubs, etc.).

Qualifications:
- Attend the in-person meeting (typically held in late-January to mid-February), National Convention, and are encouraged to attend at least 1 Regional Conference per bi-ennium
- Excellent interpersonal and communication skills
- Previously served as a National Officer
- Can devote around 20 hours per month to this position
- Effectively manage a committee and delegate tasks
- Maintain a productive dialogue with the National Operations Manager(s) so they are familiar with your accomplishments and roadblocks