



## **Alpha Sigma Alpha Volunteer Position – Summer Recruitment Coach**

Recruitment coaches are paired with a chapter to facilitate an 8-week coaching program developed by the director of membership growth. Coaching sessions should be scheduled weekly via zoom, but if needed can be adjusted according to your schedule. Following each session, the coach will send an email to the director of membership growth no later than 48 hours following the session. Updating them with progress and any questions or additional needs the chapter or coach may have.

### **Time Commitment:**

- ◆ 2 hours per week for a total of 8 weeks. The 2 hours will consist of approximately 30 to 45 minutes of preparation time, 45 minutes meeting with the assigned chapter and 10 minutes for reminders/follow-up to the chapter.
- ◆ Sessions should take place between May 1<sup>st</sup>, 2024 and August 1<sup>st</sup>, 2024. If an extension is needed, please contact the director of membership growth.

### **Objectives**

- ◆ Ensure chapter completes the pre and post assessment for the summer coaching program.
- ◆ Review the assigned curriculum with chapter each week and complete any tasks noted in the program.
- ◆ Assess any additional needs the chapter may have and inform the director of membership growth so she can request additional support as needed.
- ◆ By the end of the coaching program, chapters should see their confidence level improve in the following areas:
  - Membership selection procedure
  - Understanding of NPC and campus recruitment rules
  - Technology and resources available for recruitment
  - Planning and implementing committee assignments
  - Planning and implementing a public relations plan as well as a recruitment plan
  - How to plan and promote year-round recruitment

### **Reports to:**

Staff liaison: director of membership growth

**Skills Required:** The recruitment coach will need to know how to use and have daily access to email, Microsoft and Zoom applications, as well as online tools including MyΑΣΑ and Officer Portal.

**Professional Skills Gained:** Training, organization, decision making, project management, event planning, recruitment, marketing.

**Training:** Onboard training by director of membership growth and additional training as needed throughout the program.

**Financial Commitment:** Support annual national alumnae dues program and contribute to the ΑΣΑ Foundation annually