



Staff Position Description: Leadership Coach 2019-2020

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™ (formerly StrengthsQuest™); and helping to implement Courageous Conversations and the *Inspire* program in our chapters.

QUALIFICATIONS:

- Member in good standing with Alpha Xi Delta Fraternity.
- Graduate from undergraduate studies.
- 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.
- Good health in order to withstand the demands of regular travel.
- A valid driver's license and safe driving record.
- Excellent verbal and written communication skills.

RESPONSIBILITIES:

- Visit college chapters as assigned to 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.
- Facilitate leadership retreats and chapter-wide leadership training events.
- Facilitate CliftonStrengths™ (Formerly StrengthsQuest™) sessions for college chapters and alumnae associations.
- Develop and present leadership and/or personal development programs to chapters, Panhellenic councils, university personnel/students and at regional conferences as requested.
- Work with the Associate Directors and National Fraternity to provide follow-up assistance for the chapters in conjunction with leadership development.
- Participate and be present at assigned Alpha Xi Delta summer programming initiatives.
- Log and reconcile expense reports.
- Maintain weekly communication through reporting, e-mail and voice mail.
- Mentor collegiate members on issues such as leadership, team building and personal development.