



## KAPPA ALPHA THETA

# College District Director (CDD) Job Description

## Organizational Mission

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. This position supports this mission through coaching and providing resources to college chapter leadership as they strive to optimize the experience of all members.

## Positional Support & Supervision

This position is supported by the director of collegiate services, who serves as a staff partner to the committee and committee chair.

## Responsibilities

- Fulfill duties as outlined by the *Workforce Volunteer Handbook* and the *Kappa Alpha Theta Constitution and Bylaws*.
- Support the college chapter president and other officers as needed, by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Recruit, onboard, and supervise advisory board chairs (ABCs). Support the ABC by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Collaborate with other workforce volunteers on chapter-related issues.
- Lead regular district calls, inviting other program specialists as needed.
- Assist and participate in other special projects as assigned.
- Participate in high-level chapter investigations and follow-up support of college chapters.
- Oversee college chapter discipline process. Coach chapters in matters involving member discipline as needed.
- Serve as a voting delegate at Grand Convention.
- Participate in and/or attend meetings as requested.
- Support the Fraternity's strategic plan, working to implement goals and objectives set forth by Grand Council.
- Willingness to travel to college chapters as necessary.

## **Time Commitment**

On average 5-15 hours per week.

## **Desired Qualifications**

Ideal volunteers will have experience with college chapter operations, DEI, and supervision; the ability to consistently communicate with/support a large team; a desire to develop consistent committee dynamics; and a willingness to work closely with headquarters staff and fellow workforce volunteers.