



KAPPA ALPHA THETA

Risk Prevention Specialist

JOB DESCRIPTION 2023-2024

ORGANIZATIONAL MISSION

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. Risk Prevention Committee members provide continual education, support and empowerment of officers and advisors to carry out risk prevention best practices and abide by policies. This position supports this mission through the encouragement of best practices prioritizing care and concern for the well-being of all members.

POSITIONAL SUPPORT & SUPERVISION

This position is supported by the risk prevention committee chairman and assistant director of collegiate services, who serves as a staff partner to the committee. This position will fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [Workforce Volunteer Handbook](#).

RESPONSIBILITIES

- Fulfill duties as outlined by the Workforce Volunteer Handbook and the Kappa Alpha Theta Constitution and Bylaws.
- Support the college chapter chief operating officer (COO) and other officers as needed, by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Support the risk prevention and operations advisors by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Collaborate with other workforce volunteers on chapter-related issues.
- Assist and participate in other special projects as assigned.
- Lead college chapter investigation process for risk related incidents.
- Assist with college chapter discipline process for risk related incidents as needed.
- Engage in monthly risk prevention committee meetings and complete assigned tasks as applicable.
- File monthly committee reports via SmartSheet detailing communication and upcoming chapter events.
- Contribute to the development of risk prevention resources and special projects.
- 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, for in-person support (cost covered by the Fraternity).

TIME COMMITMENT

On average, 1-3 hours per week, or 5-15 hours per month.

DESIRED QUALIFICATIONS

An ideal volunteer has strong communication skills, a desire to work closely with college chapter officers and advisors and a dedication to the importance of health and safety within the Theta experience.