



KAPPA ALPHA THETA

Risk Prevention Specialist

JOB DESCRIPTION - 2024-2025 ACADEMIC YEAR

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 associate 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 college chapter officers and advisors by offering guidance, coaching, and education on Kappa Alpha Theta policies, procedures, and best practices.
- Collaborate with other workforce volunteers on chapter-related issues.
- Attend monthly committee meetings and complete related action items.
- Support the Fraternity's strategic plan, working to implement goals and objectives set forth by Grand Council.
- Contribute to the development of risk prevention resources and special projects, as assigned.
- Participate in college chapter investigation process for risk related incidents, as needed.
- Willingness to travel to college chapters for in-person support, as necessary (cost covered by the Fraternity).

TIME COMMITMENT

On average, 1-2 hours per week, or 5-10 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 fostering a healthy, safe and positive Theta experience.