



Master Facilitator Volunteer Position Description

Overview:

[Illuminate](#) is Alpha Sigma Tau's four-year member development program, offering personal and professional growth for collegiate Sisters. Interactive and research-driven, ILLUMINATE equips each participant with the proven leadership skills she needs to become the woman she aspires to be.

Rooted in eight leadership competencies grounded in the real-life experiences of thousands of successful women leaders, ILLUMINATE is conducted by grade level (freshman, sophomore, junior, senior) and peer-facilitated by selected collegiate Class Facilitators.

Throughout the year, Class Facilitators guide their class through structured, interactive programs that teach the eight competencies, as selected by each class.

Master Facilitators ensure successful delivery of ILLUMINATE programs by working closely with their assigned client chapters in three primary areas: coaching development of facilitation skills through delivery of the Mastering Facilitation curriculum; advising the chapter and officers on implementation of ILLUMINATE; and providing ongoing support to officers.

Master Facilitators work closely with client chapters' Vice Presidents of Member Development, ILLUMINATE Class Facilitators (freshman, sophomore, junior, and senior), and other positions which may have facilitation needs.

Reports to: Chapter Services Coordinator

Direct Reports: None

Time Commitment and Term:

- **Term Length:** August 2017 – June 2018. With successful execution of the position, term may be extended through June 2020.
- **Time Commitment:** Approximately 2-4 hours per week
- **Required Attendance:** Either August 8-11 OR August 18-20 (date TBD) for in-person Master Facilitator Training at Alpha Sigma Tau Headquarters in Indianapolis, IN. Travel expenses will be covered by the Sorority.

Primary Responsibilities and Expectations:

Mastering Facilitation

- Attend one in-person training that will teach the Mastering Facilitation curriculum, as well as provide training on curriculum delivery.
- Deliver Mastering Facilitation curriculum virtually or in-person to assigned client chapters or groups of chapters throughout the semester/year.
- Follow the outlined curriculum as specified in Mastering Facilitation.



Chapter Support

- Serve as facilitation support for one to five client chapters. Support could include coaching facilitators on preparation or debrief of a program, or other issues as they arise in regard to facilitating Illuminate for their chapter.
- Coach Class Facilitators with the selection of their chapters' programs.
- Encourage each client chapter to complete a minimum of three programs per class per semester.
- Connect with each Class Facilitator no fewer than two weeks prior to the delivery of the Illuminate program to ensure adequate preparation.
- Debrief with each Class Facilitator within a week of program delivery.
- Maintain monthly communication with Vice Presidents of Member Development
- Assist in the creation of additional facilitator resources as needed.
- Provide assistance to Vice Presidents of Member Development and Class Facilitators regarding implementation of program planning.

Administration

- Attend monthly conference calls with the Chapter Services Coordinator.
- Be familiar with the Illuminate program, including the duties of Class Facilitators.
- Provide feedback to the Chapter Services Coordinator at the completion of any Mastering Facilitation program delivery.

Preferred Skills and Attributes:

- Membership in a fraternity/sorority, Alpha Sigma Tau members preferred
- Developed ability to build relationships
- Experience with mentoring / teaching / coaching
- Ability to multi-task and manage inquiries from multiple chapters
- Capacity to work independently and as a member of a team

Required Qualifications:

- Alumnae member or non-member friend of Alpha Sigma Tau
- Knowledge and understanding of Alpha Sigma Tau collegiate chapter operations, and National governing documents and policies
- Excellent facilitation and presentation skills
- Excellent written and oral communication skills
- Able to utilize multiple methods of technology (Microsoft Office, video conferencing services, Basecamp project management tool, etc.)
- Maintains open communication with Alpha Sigma Tau Headquarters Staff
- Is driven by the mission of Alpha Sigma Tau

Anticipated Start Date: August 2017

Application Process:

- Applications will be accepted until June 30, 2017. Interested applicants should complete the [Alpha Sigma Tau Volunteer Application Form](#) and upload attachments of the following additional required materials:

1. Resume
2. Responses to the following questions (PDF format):



- a. Describe your previous facilitation experiences. What are three things you've learned about what makes a successful facilitation experience? What are three things you've learned that detract from a facilitation experience?
- b. Why are you interested in serving as a Master Facilitator?

Questions regarding the Master Facilitator role should be directed to Alex Kennedy, Chapter Services Coordinator, at akennedy@alphasigmatau.org.

