



Master Facilitator

Volunteer Position Description

Overview:

[Illuminate](#) is Alpha Sigma Tau's four-year member development program, offering personal and professional growth for collegian 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; 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:** July 2018 - June 2020
- **Time Commitment:** Approximately 3-5 hours per week
- **Required Attendance:** In-person Master Facilitator training (date TBD) at Alpha Sigma Tau Headquarters in Indianapolis, IN. Travel expenses will be covered by the Sorority.

Primary Responsibilities and Expectations:

Mastering Facilitation

- Deliver Mastering Facilitation curriculum virtually 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 four 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 and Vice Presidents of Member Development to select chapter programs intentionally.
- Encourage each client chapter to complete a minimum of three programs per class per semester.
- Connect with each Class Facilitator prior to the delivery of the Illuminate program to ensure adequate preparation.
- Debrief with each Class Facilitator after program delivery.
- Maintain ongoing communication with Vice Presidents of Member Development.
- Assist in the creation of additional facilitator resources as needed.

Administration

- Attend monthly conference calls with the Chapter Services Coordinator.
- Attend two individual one-on-one calls with the Chapter Services Coordinator each semester (one during the first month and one at the conclusion of the semester).
- Be familiar with the Illuminate program, including the duties of Vice Presidents of Member Development and Class Facilitators.
- Provide ongoing feedback to the Chapter Services Coordinator regarding the program.

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 multitask 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: July 2018

Application Process:

Applications will be accepted until May 31, 2018. 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 prompts/questions (PDF format):
 - a. Describe your previous facilitation experiences.
 - b. In this role, you would serve in a “train-the-trainer” capacity. Master Facilitators learn the logistics and curriculum of the Illuminate program, and are then responsible for the onboarding, training and ongoing coaching of the collegiate chapter officers. The primary responsibility of Master Facilitators is to help develop the skills of Class Facilitators and Vice Presidents of Member Development, who in turn are responsible for the development of their fellow collegiate chapter members through the Illuminate program.
 - i. What strategies would you employ to cultivate and develop relationships with collegiate chapter officers?
 - ii. How would you coach collegiate chapter officers to make a connection between their Illuminate responsibilities and their own growth, learning, and development?
 - iii. How would you establish expectations of ongoing and consistent communication throughout the semester with collegiate chapter officers?
 - iv. What steps would you take if collegiate chapter officers did not meet expectations of their position?
 - c. 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.