



**Department of Lifetime Engagement  
Volunteer Placement Specialist**

Tri Sigma is seeking alumnae committed to helping place volunteers in roles that support the collegiate chapter experience and departmental volunteer needs of the sorority.

We are seeking 2 volunteers for this team.

**Qualifications:**

- Undergraduate degree attained
- Previous experience as a volunteer and/or C.A.B. member
- Highly organized and task-oriented

**Expectations:**

- Participate in initial training with staff counterpart and team manager on how to process applications, outreach to candidates and finalize appointments.
- Support C.A.B. advisory board members with local recruiting for collegiate chapter support and managing the succession and retention of their teams.
- Communicate with all stakeholders for volunteer vacancies involving local and national constituents.
- Must meet strict deadlines provided by staff counterpart.
- Estimated time commitment a month is 5-10 hours.
- This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.