

## TRAINING AMBASSADOR POSITION DESCRIPTION

### **Why a Training Ambassador?**

The Training Ambassador program speaks to the Fraternity's Ends by helping to cultivate extraordinary local teams and champion a culture of service and leadership. To assist in the achievement of these goals, the Fraternity provides leadership training to collegiate chapter leaders and the women who model and shape them, the advisors. This initiative will focus on training our collegiate officers on our Executive Teams, leading workshops on Officer Transition and Executive Team operations (and other workshops as requested), as well as trainings of Collegiate Chapter Advisory Boards (CCAB).

The role of a Training Ambassador is to primarily lead Executive Teams and also lead advisors to reflect on their experiences and how they can work together to enhance chapter dynamics and operations. The Training Ambassadors are entrusted with delivering workshops to Executive Teams and CCABs by using provided curriculum and elevating the material with their own stories and experiences.

Executive Team members play a crucial role in the success of AOII chapters and the promise to provide an exceptional membership experience and leadership development for all members. CCAB members play a crucial role in the success of the Executive Team officers. These trainings offer local leaders a chance at understanding the AOII roles they have voluntarily accepted and translating their responsibilities to the professional world, whether they are a collegiate or alumnae leader involved with the chapter.

### **Training Ambassadors are consistently upholding the Object of the Fraternity while operating simultaneously with our Culture Principles:**

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

### **Senior Training Ambassador:**

- In addition to the duties of the Training Ambassador listed in this document, the Senior Training Ambassador will:
  - Have served at least one full term as a Training Ambassador
  - Assists the Assistant Director of Education & Training in developing new curriculum
  - Serve as an additional resource and support new members of the Training Ambassador team
  - Have additional leadership opportunities during bi-annual Ambassador Training Weekend

### **Training Ambassador must be able to demonstrate:**

- Active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- A basic level of understanding of college student development
- A commitment to growth or understanding of the current generation of students who make up the majority of our active membership in AOII
- A high-level of emotional intelligence
- The ability to train and coach other leaders to inspire ambition
- Skills at working under time constraints

- A firm understanding of AOII policies and procedures
- Skills at facilitating and moderating workshops
- Strong written and verbal communication skills
- The ability to maintain confidentiality when necessary
- The ability to serve as a role model to others, showing them the value of involvement in AOII as an alumna and as a volunteer to the Fraternity
- Dedication to quality work, conversation, products, and initiatives that align not only with AOII's Ends and Policy Governance but that show quantifiable results

## **Reports To:**

- Assistant Director of Education & Training

## **Partners With:**

- The Education Department, Advisory Boards/Executive Teams of assigned chapters, Recruitment Ambassadors, Ritual Education Ambassadors, Network Specialists-Operations and Programming

## **Essential Functions:**

- Uses AOII resources to create and facilitate trainings for Collegiate Chapter Advisory Boards and/or Officers in groups of up to 30 attendees
- Demonstrates strong written and verbal communication skills
- Utilizes Zoom features and/or in-person tools to facilitate engaging and informative workshops
- Conducts pre-visit calls to tailor workshop content to chapter needs
- Demonstrates confidence in presentation and facilitation, via Zoom and/or in-person
- Synthesizes accurate and timely feedback after visits to contribute to the monitoring of chapter health
- Collaborates with key staff and international volunteers from workshop preparation through post-visit report
- Presents provided curriculum to up to 70 attendees via Zoom for "Advising with Ambition," a workshop series for advisors, up to two times throughout term
- Presents or facilitates at additional events as needed
- Clarifies, summarizes, and shares ideas
- Effectively works with other volunteers and staff partners as needed through effective and professional communication
- Participates in quarterly team reflection calls and annual one-on-one call
- Attends all assigned trainings

## **Requirements:**

- Ability to serve in a volunteer capacity with the time and travel commitments as estimated below
- One (1) year experience serving in an AOII or non-AOII alumnae leadership role
- Must be willing and able to travel
- Alumna status for one (1) year
- Must have a passport for international travel (or planning to obtain one before August 2024)
- Is available to travel to AOII Headquarters in Brentwood, TN for Training Weekend (August 10-11, 2024)

## **Estimated Time and Travel Commitment:**

- Up to 10 hours per month plus travel time; approximately 4-6 chapter visits per year, training weekend in August 2024, and additional AOII events as needed

**Term Length:**

- Two academic years (July 2024-May 2026) with option to reapply