

### ***Position Summary***

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Trip Directors are responsible for the overall management and coordination of a designated Community Outreach (CO) Alternative Break. Alternative Break trips are student-run and deepen service-learning through direct and indirect public service with regional, national and international communities to heighten social awareness, enhance personal growth and advocate lifelong social action. Specific tasks and obligations for each trip vary depending upon the trip focus; however, the following responsibilities are required of all trip directors.

### ***Major Duties and Responsibilities***

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#### **A. Program Management and Development**

- Complete a program plan incorporating purpose, goals, risk management, and sustainability
- Coordinate appropriate service projects for trip participants that meet the designated trip focus
- Locate and/or create appropriate educational materials and activities
- Organize orientation, reflection, and reorientation
- Design logistical materials for the trip (agenda, food, service, education, packing list, etc.)
- Communicate regularly and meet bi-weekly with assigned Alternative Breaks Student Coordinator
- Communicate regularly and meet bi-weekly with CO staff
- Communicate and meet as appropriate with the selected trip Learning Partner(s)

#### **B. Volunteer Management**

- Recruit, select, train and support volunteer and work study participants
- Prepare participants through orientation and training workshops to achieve the trip objectives
- Provide ongoing monitoring and supervision of trip participants
- Communicate regularly with participants regarding scheduling, transportation, and trip activity planning
- Recognize participants for their contributions
- Facilitate reflection opportunities for participants prior to, during, and after the trip
- Organize and implement post-trip service events

#### **C. Administrative Tasks**

- Manage any financial or other resources including budgeting, purchasing, and participant payments
- Maintain and update program roster, computerized attendance, and monthly Service Data reports
- Schedule and monitor transportation for all activities related to the trip by submitting transportation requests and ensuring that there are eligible drivers for the trip
- Represent CO at University classes, meetings, or events
- Organize and execute necessary fundraising activities as appropriate
- Once trip is complete, work to support other trips and develop materials
- Assist with other activities as needed

#### **D. Program Participation**

- Actively participate in activities relating to the trip including but not limited to pre-trip meetings, pre-trip and during trip service and reflection activities, and post-trip activities

## Qualifications

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### A. Minimum Qualifications:

- Strong interest in and commitment to community service
- At least one trip experience working with CO Alternative Break programming
- Capability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Capacity to facilitate effective oral and written communication skills
- Strong organizational and administrative skills
- Ability to work independently or with a team, assess programmatic needs, and develop creative solutions
- A strong dedication and appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation and maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

### B. Preferred Qualifications:

- One year or more of related experience in a leadership and/or supervisory position
- Experience facilitating and presenting to large groups

## Commitment

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- Full academic year commitment
- Participation in CO August Training
- Attendance at biweekly Alternative Breaks Community of Practice meetings, trainings, seminars
- Attendance at Alternative Break Training Weekend, and Learning Partner Training
- Attend all Community Outreach monthly trainings and dinners
- Participation in the entirety of assigned trip duration and any activities associated with it
- 7-10 hours average per week during school-year; exact hours and schedule will fluctuate and are flexible to student's academic schedule

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