Alternative Breaks Experience Leader Position Description 2016-2017

AB Experience Leaders are the chief coordinators for Alternative Break experiences. They plan and oversee experience logistics, facilitate peer learning around social justice issues, develop educational and orientation curriculum for participants, lead team activities and reflections, and serve as the main contact for their individual AB experience. All Experience Leaders commit to and serve in this role for one complete year (from May 2016 until May 2017).

The AB Experience Leader role is a valuable and unique leadership, personal and professional development experience for undergraduate and graduate students. Experience Leaders will develop valuable transferrable skills and learning benefitting them in academic, curricular and future career roles. This role is a structured experience guided by ongoing mentorship, training, and feedback focused on EL and participant learning through knowledge acquisition and experience.

Requirements:
- Availability over the summer for communication and trip planning work with AB staff and co-leader
- Mandatory attendance and active participation in all Experience Leader training activities:
  - Final Round Interview: Tuesday, May 3rd 2016; 6:00-9:00 pm; Stamp
  - Fall Retreat: First weekend in September
  - Experience Leader Trainings: Fridays, bi-monthly during Fall & Spring semester; 4:00-6:00 pm
  - Spring Retreat: Half-day during the first week of February
- Mandatory attendance and leadership during program-wide events:
  - Meet and Greets: twice during September
  - Participant Kickoff: October
  - Fundraising Letter-a-Thon
  - Reunion: mid-April
- Leadership over entire length of an AB trip: Winter (Jan. 12-22); Spring (Mar. 18-25); Summer (May 20-27/30)

Responsibilities:

Experience Planning
- Research, initiate and serve as main contact for partnerships with community and service agencies
- Research and secure low to no-cost lodging for AB trip
- Plan day-to-day itinerary for trip, including service, educational and reflection activities, food, transportation
- Complete Experience Leader Blue Print documents according to due dates set by AB staff

Participant/Team Relations
- Recruit and select participants for trip by reviewing applications, presenting at Meet and Greets and other marketing efforts
- Plan and facilitate at least four team meetings before the trip focused on orientation, education and training and two post-trip team activities focused on activation
- Plan and coordinate fundraising efforts with team
- Lead reflection, teambuilding, group dynamics, trouble shooting, and problem solving for your team before, during and after trip
- Ensure that university and program policies are upheld at all times before, during and after trip
- Coordinate a pre and post trip service activity connecting your team to local organizations/resources surrounding specific social issue
- Maintain regular and organized communication with participants providing updates, trip information, education resources, meeting/activity dates and ensuring adequate preparation for their AB trip

Staff Advisor Relations
- Review Staff Advisor applications and work with AB staff to make Staff Advisor selection
- Meet with Staff Advisor in person at least twice a month and conduct virtual check-ins (over email, gchat, over phone) at least weekly
- Establish and maintain a strong working relationship with SA including regular and open communication and updates

Issue Education
- Educate self about social issue, its root causes, and its relation to community you are serving
- Develop and distribute issue education curriculum for AB participants leading to a greater understanding of social issue, root causes and individual role within the issue (including articles, books, videos, discussions, presentations, mini-projects, blog prompts, advocacy and continued service opportunities)
- Maintain blog before, during and after experience

Qualifications:
- Previous participation in an AB experience or other significant service/leadership experience
- Demonstrated commitment to the vision and mission of the Alternative Breaks program
- Willingness to learn and contribute to the learning of peers
- Ability to work well with a team and as a co-facilitator
- Ability to commit significant and consistent effort and time throughout the entire school-year

Benefits:
- Valuable personal development and transferrable skills that can be applied to many contexts
- Experience Leaders will be a valuable voice for student involvement in AB and will have an opportunity to help guide the direction of the AB program
- High level of responsibility and unique leadership experience leading peers through experiential education program
- Organizational experience through trip-planning and coordination
- Deeper understanding of social issues, root causes, service-learning, social change and social justice concepts
- Up to 30% discount on AB trip cost (dependent on full completion of trainings and responsibilities)