Alternative Breaks Internship Position Description
2016-2017
The LCSL-Alternative Break Intern Program is designed to be a “higher order” undergraduate student experience. Interns will come into the internship at a developmental level ready to take on complex assignments/roles that require a deeper understanding of program design, curriculum development, peer education, learning outcomes, and the program and office vision. The internship is structured experience guided by ongoing mentorship, supervision, and feedback focused on the student’s learning through knowledge acquisition and experience. AB Interns are paid positions that are vital to the success of the Alternative Breaks Program. Serving as the AB Internship is a year-long commitment and requires a significant amount of dedication in time and energy. AB Interns will be expected to work an average of 10 hours per week.

Position Requirements:
- Interns will be expected to participate/co-facilitate in the New Experience Leader Orientation on Tuesday, May 3rd, 2016 from 6:00-9:00 pm.
- Interns must be available over the summer for email, scheduled virtual staff meetings, attendance at a week-long Break Away ABCs session, and minimal EL preparation/advising work.
- Participation in a one-day AB Staff Goal/Planning Retreat at the end of July.
- Consistent 10 hours a week of office time during the school-year beginning the week of August 25th.
- Facilitate and attend weekly AB staff meetings (time will be scheduled depending on everyone’s availability).
- Participate in weekly one-on-one meetings with the Graduate Coordinator.
- Jointly lead all EL trainings and program-wide events – all interns will have a role in every training and AB event.

Position Responsibilities:
- **Marketing Duties:** Coordinate AB marketing and recruitment activities - liaison with the Stamp Marketing office, organize information sessions and other recruitment efforts.
- **Alumni Relations Duties:** Compile and update alumni database; Create seasonal newsletters; Serve as liaison with AB alumni disseminating news and information about the program.
- **Fundraising Duties:** Plan and coordinate program-wide fundraising activities; Research and provide fundraising resources for Experience Leaders and participants; Work with AB Experience Leaders and staff on grant writing and external funding sources.
- **Activation Duties:** Support and coordinate AB teams in service-learning, community engagement and/or advocacy experiences locally; Plan and coordinate with AB Experience Leaders, AB staff, and other organizations on campus on Activation April events.
- **Event Duties:** Plan and coordinate Experience Leader retreats (September/January); Meet and Greets (October 2016); AB Kick-Off (Fall 2016); Letter-a-thon; AB Reunion (April 2017).
- **Outreach and Resource Duties:** Maintain and develop resources and information to assist trip leaders with trip planning and issue education; Represent the AB program at various campus events and presentations; Manage program communications and outreach through social media.
- **Participant Relations:** Plan and coordinate participant selection and communications; Foster community through AB participant engagement; Maintain participant databases.
- **Advising:** Advise and provide feedback for ELs in trip, leadership and meeting development; Review and revise EL blueprints.
- **Training & Curriculum Development Duties:** Develop and facilitate all Experience Leader trainings and retreats; Provide regular updates, reminders and needed information to Experience Leaders.

Qualifications:
- Experience leading an AB experience in the past (must be a former Experience Leader to apply)
- Demonstrated commitment to the vision and mission of the Alternative Breaks program.
- Excellent organizational and time management skills.
- Ability to work well independently as well as with a team.
- Takes initiative and demonstrates creativity.
- Excellent communication and interpersonal skills.
- Ability to commit significant and consistent effort and time throughout the entire school-year.

Benefits:
- AB Interns gain leadership and organizational experience while learning about the administration of an important social justice education program on campus.
- AB Interns gain valuable professional experience and transferrable skills that can be applied to many contexts.
- AB Interns will be a valuable voice for student involvement in AB and will have an opportunity to help guide the direction of the AB program.
- AB Interns have the opportunity to be a full participant in an AB experience.
- Participation in ABCs (Alternative Break Citizenship Schools) coordinated by Break Away during the summer of 2016 (transportation/registration paid for by the AB program).
- Stipend of $750/semester.

**AB Internship Learning Goals**
1. Lead peers, faculty and staff in critical thinking around complex social issues.
2. Apply service learning experiences, community values and social justice as a priority in values and everyday life choices.
3. Teach and demonstrate effective leadership through facilitation, problem solving, communication and community building.
4. Articulate one’s own identities, privileges, and oppressions and lead others in identifying identities, privileges, and oppressions.