

## Position: Alternative Breaks Issue Area Coordinator 2017-2018

**Mission:** The Alternative Breaks IAC is responsible for providing support to trip leaders and for programs in the Alternative Breaks issue area. The IAC provides professional leadership and ensures that all trip leaders and committee members are adequately trained and prepared to direct high-quality volunteer programs in a positive, safe and fun environment. The IAC conducts direct service alongside student volunteers. Theirs is a supportive role that allows trip leaders and volunteers to develop into strong leaders. In the event that a trip leader is sick or quits, the Alternative Breaks IAC may temporarily fill-in so as not to jeopardize the program's success. Each trip should have a singular social issue focus and work with three to four non-profit agencies in the location.

### Qualifications:

- Current USU Student
- Volunteered at least for one year in the Service Center, or demonstrate possession of equivalent qualifications (determined by Service VP and Community Service Coordinator)
- Have a 2.5 GPA or higher

### Compensation:

- May receive an AmeriCorps Education Award (can be applied to future tuition or student loans) after completing 300 hours. Talk with Service VP and Community Service Coordinator to enroll. Hours begin August 2017.

### Program Trips:

- Fall Break (October)
- Martin Luther King, Jr. Weekend (January)
- Spring Break (March)
- Optional: other weekend-only trips

### Partnerships:

- Collaborate with Service Center programs for recruitment efforts

### Service Center Responsibilities:

- Attend the following events and assist as needed
  - Day on the Quad
  - Service Center Kick-Off (fall) and Re-Charge (spring)
  - Fall training retreat
  - Alt Breaks recruitment events
- Attend established office hours: 3 hours a week during business hours
  - Be available for meetings with students and staff
- Meet with trip leaders on a weekly basis
- Ensure that participants fill out all required paperwork including:
  - Risk Management Paperwork
    - NSOPW Background Checks
    - Photo Release Form
    - Conduct Agreement
    - Release, Acknowledgement of Risk, and Waiver of Liability
- Track hours on AGS or OrgSync, and encourage trip leaders to do the same
- Actively inform and educate new volunteers for Service Center
- Assist with recruitment efforts and train trip leaders
- Update Issue Area Coordinator Binder
- Manage volunteer sign up forms and project reporting forms
- Attend every pre-trip meeting and re-orientation event
- Determine locations and themes of trips

### Programming Responsibilities:

- Work with staff trip advisors
- Help trip leaders with budgeting and meal planning
- Train trip leaders on leading and facilitating reflections
- Train trip leaders on risk management procedures and policies
- Maintain participant lists and contact information
- Determine costs of trips with input from advisors
- Lead recruitment and advertising of Alternative Break trips
- Lead re-orientation efforts after trips are over

**Programming Responsibilities:**

- Provides logistical support (be a part of committee meetings, chat with directors, encourage calendaring, create a program timeline)
- Gather and disseminate campus and Service Center service information to directors
- Be involved in developing and carrying out training for trip leaders
- Maintain positive, professional attitude
- Ensures compliance with Service Center safety protocols, reports policy violations to Community Service Coordinator (driving practices, etc.)
- Administers post-trip assessments via Qualtrics or other means and reports data to Community Service Coordinator
- IMPLEMENT FUNDRAISING FOR PROGRAM

**Community Partner Responsibilities**

- Assists trip leaders in finding meaningful projects in each trip location
- Assist trip leaders if they need help connecting to local organizations for pre-trip training or re-orientation purposes

**Outreach Responsibilities**

- Assists Service Center Coordinator and Service VP with social media, tabling, distribution of information
- Assists Service-Learning director in providing USU faculty with service center program information relevant to their course content

