Leadership Position Description
Service Trip Coordinator

Purpose:
As service trip coordinator, your purpose is to develop and enhance leadership skills by organizing the resources, sharing the passion, and spreading awareness for local, national, and/or international issues in order to engage in social change.

Job Summary:
As a service trip coordinator, you will be responsible for organizing, recruiting for, budgeting, and planning a service trip. You must complete the service trip proposal in order to be considered for the position. You will be given a service trips manual and binder of information to help you plan a successful trip. To assist in the process, you will work with the Service Trips Director, Kernodle Intern, and Director of Kernodle Center.

Responsibilities:
● Meet at least every other week with Service Trip Director (more frequent meetings as the trip date gets closer)
● Meet at least monthly with Kernodle Intern
● Maintain consistent contact with your partnering agency/site in order to communicate expectations and develop an itinerary and budget
● Recruit and prepare students for the trip
● Oversee budgets, transportation, meals, fundraising, and reflections
● Be sensitive to group dynamics on the trip and handle any conflicts
● Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.)
● Have an ability to work with minimal supervision

Time Commitments:
As a Service Trip Coordinator, you will need to have a minimum of 2-4 office hours a week.

Further Questions can be directed to Lisa Parker at lparker2@elon.edu, or you can stop by the Kernodle Center, Moseley 230 or call x7250.