EV! Director of Service Trips

As director of service trips in the John R. Jr. Kernodle Center for Service Learning and Elon Volunteers!, one will oversee the planning (budgets, fundraising, promotions and recruiting) and logistics (lodging, transportation, food and service and reflection activities). This year, the trips program had a record number of eight trips serving our national and international communities! Weekly meetings must be planned with each trip’s trip leaders in order to ensure that effective communication about the progress of each trip is

A list of typical duties of a trip director is as follows:

- Interview and hire trip leaders for proposed trips
- Train trip leaders; outline role responsibility of trip leaders
- Plan and facilitate reflection meetings for use by all directors and coordinators in EV!
- Help them to schedule and reserve dates and rooms for interest meetings to garner interest in recruiting participants
- Attend and help trip leaders interview potential trip participants for a spot on the trip
- Instruction on scheduling rooms and dates for group preparation meetings
- Assistance and direction in facilitating planning of all logistical aspects of each trip
- Creating and maintaining appropriate budgets for each trip in accordance with the Trips Account
- Assist in evaluation post-trip and performing all wrap-up activities as needed