Leadership Position Description
Service Trip Director

Purpose:
As service trip Director, your purpose is to develop and enhance leadership skills by overseeing the logistics of your coordinators' programs. To accomplish this, you will be responsible for assisting your coordinators in 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:
The trip Director will be responsible for overseeing all trip coordinators. This includes devising a timeline of responsibilities, recruiting for trip coordinators, assisting them in budgeting and planning their trips as well as preparing their participants. Also, the Director will support the trip coordinators by attending interest and preparation meetings. To assist in the process, you will work with the Kernodle Intern for Service Trips and Director of Kernodle Center.

Responsibilities:
- Meet weekly with the Kernodle Intern
- Meet at least every other week with trip coordinators (more frequent meetings as the trip date gets closer)
- Recruit and prepare student trip coordinators
- Assist coordinators with logistics: budgets, transportation, meals, fundraising, and reflections, etc.
- 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 Commitment:
As a Service Trip Director, you will need to have a minimum of 4 office hours a week.

Further Questions can be directed to Jen Romano at jromano@elon.edu, or you can stop by the Kernodle Center, Moseley 230 or call x7250.