Position Description: Alternative Break Coordinator

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
An Alternative Break Coordinator works with Alternative Break Directors and a peer coordinator to plan and lead an Alternative Break program comprised of 10 student participants and 2 faculty/staff advisors. The Coordinators serve as student leaders of an intensive service immersion experience, coordinating travel to various domestic and international locations. The Coordinators will meet regularly with participants and directors in order to prepare participants and develop group dynamics that allow participants to experience service outside of their comfort zone. In addition, Coordinators are responsible develop all logistical aspects, such as budget, travel information, meals, housing, and payments, as well as build relationships with their community partners. Coordinators recruit and select their participants and work to ensure effective pre-departure education as well as reflection after each program.

Essential Duties/Responsibilities
- Recruit and select student participants and faculty/staff advisors
- Establish and maintain a positive relationship with community partners
- Plan all logistical details such as food, lodging, service, and transportation
- Oversee budget and participant forms
- Provide leadership to the group throughout the year
- Incorporate education about the location and social issue into pre-departure meetings so participants more thoroughly understand their experience
- Lead reflection activities each night to help participants process their experience
- Be aware of the group and strive for group unity
- Plan and implement re-orientation events after your return
- Effectively assess and manage risk during programs to ensure participant safety

Qualifications
- Must be able to enroll in or attend the fall coordinator training class which meets on Tuesday and Thursday from 4-5pm in the fall semester
- Comfortable leading a group of peers and reflection
- Comfortable planning and coordinating group travel
- Prior participation in Alternative Breaks (preferred)

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- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following dates:
  - EV! New Hire workshop: April 10th from 4:15-5:15pm in Moseley 215
  - All EV! Trainings:
    - September 17th from 1-4pm
    - February 16th, 2018, from 3-6pm

Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ____________________________ Date __________