2018-2019 ALTERNATIVE BREAK STUDENT COORDINATOR POSITION DESCRIPTION

The Alternative Break Student Coordinator (ABSC) position is exceptionally rewarding, but also requires a considerable time commitment to be successful. Applicants should ensure they meet the minimum qualifications and are able to fulfill the responsibilities of the position.

Mission: To empower other young leaders to develop inclusive, educational, and service-oriented Alternative Break communities. To be engaging, giving and informed to inspire trip leaders to set and exceed their own high expectations.

ALTERNATIVE BREAK STUDENT COORDINATOR ESSENTIAL QUALIFICATIONS

- Must have served as an Alternative Break Leader.
- Must have a minimum cumulative GPA of 2.5 & be in good standing with the university.
- Must maintain a cumulative GPA of 2.5 throughout the term.
- Must be enrolled full time (12 credit hours) at UT for Fall 2018 and Spring 2019 semesters.
- Must demonstrate a commitment to service and student development.

ALTERNATIVE BREAK STUDENT COORDINATOR MINIMUM STANDARDS

- Demonstrates commitment to the vision and mission of the Alternative Break program.
- Safety consciousness, good judgment and decision-making skills
- Maturity, responsibility, professionalism and integrity
- Effective communication skills
- Appropriate facilitation, reflection, and group management skills

ALTERNATIVE BREAK STUDENT COORDINATOR SPECIFIC COMMITMENTS

- Work 7-10 hours a week during the Fall and Spring semesters in the Center for Leadership and Service.
- Preference to those who can start office hours 2 weeks prior to the fall semester
- Weekly, 1-hour meeting with all ABSCs and AB Staff
- Serve as ABLs for 1 AB trip (Fall, Winter, Spring, May, Local)
- Attend and help facilitate ABL Planning Day in April 2018 and ABL Retreat in Fall 2018
- Help with 2017-18 ABL Group interviews, April 2017
- Assist with and attend ABL training class in Fall 18 and Spring 19 (if schedule allows)
  - Tuesdays and Thursdays from 3:30-4:55 PM

ALTERNATIVE BREAK STUDENT COORDINATOR SPECIFIC DUTIES

- Duties will be shared among all Alternative Break Student Coordinators, but each ABSC will take on an area of emphasis from the categories below. These roles are meant to create ownership and specialization over a specific aspect of the AB program, while still practicing flexibility and collaboration. Duties below WILL CHANGE BASED ON ABSC INTEREST. AB Staff reserves the right to add duties as they see fit.
All ABSCs

- Actively maintain a positive and professional relationship with Center for Leadership and Service staff.
- Foster teambuilding and community among returning and new Alternative Break Leaders.
- Manage program planning, implementation, evaluation, and logistics.
- Demonstrate and facilitate effective feedback skills with staff and participants
- Contribute to the growth and expansion of the Alternative Break Program

**BIG EVENTS COORDINATOR**

- Maintain a list of service/housing for current ABLs to use as a planning resource
  - To be updated in October and March every year
- Point person for planning and leading AB Local and May AB
- Assist in the planning of ABL retreat (location, reserving vans, service, activities, etc.)
- Attend CLS interest sessions to speak about AB from a student perspective
- Plan all AB interest sessions for the year – trip info sessions, ABL info sessions, etc.
- Plan all AB community meetings for each season of AB – fall, winter, spring, May, etc.
- Coordinate reorientation event for all AB trips
- Work closely with CLS staff on planning lottery for each season
- Plan end of the year AB celebration banquet

**LOGISTICS COORDINATOR**

- Create ABSC Master Yearly To-Do List
- Work closely with CLS staff to edit and review applications for ABLs and all AB trips
- Coordinate collection of participant materials (paperwork, insurance cards, All About Me, etc.)
- Research International trips/partnerships (possibly with other UT colleges, organizations within the foreign country, etc.)
- Review budgets for all AB trips throughout the year
- Prepare ABL trip binders for each season
- Collect photos from each trip and store in i:drive

**ABL COORDINATOR**

- Assist in curriculum development for ABL training (class materials, activities, readings, etc.)
  - Must be able to attend weekly ABL training
- Planning group cohesion activities (for ABLs) – MONTHLY
- Creating ABL group me and lead posting within it
- Serve as 'summer 2018 planning liaison' for ABLs (answer questions, assist with phone calls to secure service/housing, etc.)
- Work with AB Staff to select/train Learning Partners
- Attend Learning Partner meetings
- Coordinate ABL recognition (birthdays, end of year, etc.)
OUTREACH COORDINATOR - Marketing experience preferred

- Create semester marketing plans for all AB trips
- Promote AB trips participant role to diverse audiences (electronic communication, visiting groups, etc.)
- Use Instagram/Facebook and Twitter to promote the AB program and events
- Design and Order AB t-shirts/ other swag
- Assist ABLs in creating trip-specific fundraisers
- Coordinate program-wide fundraising events (Chipotle % night, Pie Day, etc.) – MONTHLY
- Begin 'sponsorship' program to encourage local businesses to sponsor AB participant costs (ads in ‘All About Me’ packets, plaques in local businesses, etc.)
- Design and distribute quarterly AB newsletter to AB Alumni and Sponsors
- Stewardship: Communicating with and thanking those who give to the AB program

COMPENSATION

✓ A $750 stipend will be awarded to the Alternative Break Student Coordinators for the 2018-2019 academic year ($375 in Fall and Spring). If duties are not fully executed, AB Staff reserves the right to refuse payment.

By signing this agreement, you are committing to fulfill the role of Alternative Break Student Coordinator for 2017-2018. **If for any reason you do not fulfill your commitment to the Alternative Break program or if you are removed from your position you understand that you will not receive the listed stipend and will possibly have to repay the stipend if your terms ends prematurely.**

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Print Name               Signature                Date