



2020-2021 VOLBREAKS LEADER POSITION DESCRIPTION

Being a VOLbreaks Leader (VBL) 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. Term for 2020-2021 VBLs is May 2020-April 2021.

The mission of VOLbreaks is to engage students in meaningful and collaborative community service to increase awareness of social issues and strengthen the communities in which they serve. VOLbreaks fosters a strong sense of community among trip participants to be change agents in their own communities upon returning from their VOLbreaks experiences.

VOLBREAKS LEADER ESSENTIAL QUALIFICATIONS

- Must have and maintain a 2.5 or higher cumulative GPA, be in good academic standing with UT, and uphold the University standards of conduct
- Attend ALL required VBL classes
- Must be enrolled as a full-time (12 credit hours) UTK student for Fall 2020 and Spring 2021 semesters.
- Must demonstrate a commitment to service and student development.
- Must attend Spring Training Day on Saturday **April 25th, 2020**.
- Must attend VBL Retreat the weekend of **August 21nd-23rd, 2020**.
- Must attend the ELPS 350 Training for VOLbreaks.
 - o Fall/Winter: Wednesdays 2:30-5:30pm
 - o Spring/May: Thursdays 2:10-4:55pm
- Preferred past VOLbreaks experience

VOLBREAKS LEADER MINIMUM STANDARDS

- Demonstrates commitment to the vision and mission of the VOLbreaks program.
- Safety consciousness, good judgment and decision-making skills
- Maturity, responsibility, professionalism and integrity
- Effective communication skills
- Ability to lead facilitation, reflection, and manage groups
- Hold a Servant Leadership mentality (leadership philosophy that puts the needs of others first and helps people develop and perform as highly as possible).

VOLBREAKS LEADER SPECIFIC DUTIES

Learn

- Attend and participate in all trainings and additional related activities
- Work with co-leader before, during and after trip to educate yourself and your group about the issue with which your group will be working
- Prepare and share one 'educational resource' for a training meeting and prepare and deliver a reflection activity to go with it
- Every VBL pair will have **one office hour per week** that will be spent in the JCLS office.
 - o This time will be for meetings with the VB Graduate Assistant and Coordinator as well as designated time to plan your trip



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Plan

- Work with co-leader to plan all logistics for trip (including, but not limited to, securing free housing, service in accordance with your social issue, meal planning, and reflection planning) in accordance with set deadlines
- Appreciate the importance of 'simple living' and budgeting to ensure you are good stewards with VOLbreak funds.
- Facilitate three pre-trip meetings to educate and engage participants before the trip
- Help plan and coordinate at least one fundraising event specific to your trip that concludes at least two weeks prior to trip departure.
 - o Assist with raising awareness and implementation of VOLbreaks program wide fundraising events
- Prepare reflection materials and activities to accompany break trip service
- Keep your trip outlines and "at a glance" schedules up to date
- Watch the van-driving video and obtain experience behind the wheel of 12-passenger wheel on your own time, or when planned by JCLS staff member.

Trust the Process!

- Meet ALL deadlines ***(not meeting deadlines is grounds for dismissal from your role)***
- Remain flexible
- Create a support system with one another (you are part of a larger program, not just responsible for the success of your individual trip)
- Provide support for the program and your trip (advertising, selection, fundraising) even after your trip has ended (you are an VBL for the entire academic year - not just for one semester)
- Plan and execute a re-orientation experience (service, meetings, etc.) after your trip but before classes end in Fall 2020 or Spring 2021

Communicate (very important!!)

- Communicate promptly and professionally with service and housing sites, learning partners, and campus partners
- Maintain open and constant communication with co-leader and VB staff
- Ensure that university and program policies are upheld at all times during the trip (including alcohol and drug free)
- Respond to all email communication within 48 hours, or less if the matter is urgent
- Maintain confidentiality

By signing this agreement, you are committing to fulfill the role of a VOLbreaks Leader for the 2020-2021 year. If for any reason you do not fulfill your commitment to the VOLbreaks program or if you are removed from your position you understand that you will be asked to pay for the full fall or spring trip cost, as we will have to find a replacement.

Print Name

Signature

Date