The VOLbreaks Student Director (VBSC) 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 VOLbreaks leaders to develop inclusive, educational, and service-oriented communities on their trip and beyond. To be engaging, giving and informed to inspire trip leaders to set and exceed their own high expectations.

**VOLBREAKS STUDENT DIRECTOR ESSENTIAL QUALIFICATIONS**

- Must have served as a VOLbreaks 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 as a full-time (12 credit hours) student for Fall 2019 and Spring 2020 semesters.
- Must demonstrate a commitment to service and student development.

**VOLBREAKS STUDENT DIRECTOR 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

**VOLBREAKS STUDENT DIRECTOR SPECIFIC COMMITMENTS**

- Hold 5 weekly office hours in the Jones Center for Leadership and Service.
- Weekly, 1-hour meeting with all VBSCs and VB Staff
- Attend VBSC Transition Meeting and Training Day in April
- Attend and help facilitate VBL Planning Day in April and VBL Retreat in the fall
- Assist with and attend VBL training class in Fall 2019 and Spring 2020
  - Fall: Wednesdays 2:30-5:30pm
  - Spring: Thursdays 2:10-4:55pm

**VOLBREAKS STUDENT DIRECTOR SPECIFIC DUTIES**

Duties will be shared among all VOLbreaks Student Directors, but each VBSC 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 VB program, while still practicing flexibility and collaboration. VB Staff reserves the right to add or adjust duties as they see fit:

### All VBSCs
- Assist in curriculum development for and co-teach the VBL training course (class materials, activities, readings, etc.)
  - Must be able to attend weekly VBL training
- Actively maintain a positive and professional relationship with Jones Center for Leadership and Service staff
- Foster teambuilding and community among VBLs
  - Manage program planning, implementation, evaluation, and logistics
  - Demonstrate and facilitate effective feedback skills with staff and participants
  - Contribute to the growth and expansion of VOLbreaks
**EDUCATION DIRECTOR**

- Maintain a list of service/housing for current VBLs to use as a planning resource
  - To be updated in October and March every year
- Assist in the planning of VBL retreat (location, transportation, service, activities, etc.)
- Attend CLS interest sessions to speak about VB from a student perspective
- Plan all VB interest sessions for the year – trip info sessions, VBL info sessions, etc.
- Plan all VB community meetings for each season of VB – fall, winter, spring, May, etc.
- Coordinate reorientation event for all trips
- Work closely with CLS staff on planning trip selection for each season
- Plan end of the year VB celebration
- Design and distribute semesterly VB newsletter to VB Alumni and Sponsors
- Stewardship: Communicating with and thanking those who give to the VB program
- Serve as ‘summer 2019 planning liaison’ for VBLs (answer questions, assist with phone calls to secure service/housing, etc.)

**INTERNAL AFFAIRS DIRECTOR**

- Maintain VB Google Team Drive and add appropriate summer, pre-trip, on-trip, and post-trip resources for the leaders
- Record weekly VBSC meeting minutes
- Update VBSC Yearly To-Do List – every December and April
- Work closely with CLS staff to edit and review applications for VBLs and all trips
- Coordinate collection, management, and record keeping of participant paperwork (insurance cards, payment, etc.)
- Prepare VBL trip binders for each season – Each March
- Create VBL group me and lead posting within it
- Work with VB Staff to select/train learning partners
- Coordinate program-wide fundraising events – MONTHLY

**PUBLIC RELATIONS DIRECTOR**

- Create semester marketing plans for all VB trips (monthly calendars of posts)
- Promote VB trips participant role to diverse audiences (electronic communication, visiting groups, etc.)
- Maintain database of registered student organizations’ contact info
- Utilize social media to promote the VB program and events
- Design and order VB t-shirts/other swag
- Assist VBLs in creating trip-specific marketing
- Collect photos from each trip and store in i:drive
- ***Marketing experience preferred

**JULIA (GA)**

- Curriculum development and co-teach the training course

**COMPENSATION**

- VOLbreaks Student Directors will be paid hourly for office hours each week. If duties are not fully executed, VB Staff reserves the right to refuse payment.