**VOLbreak Leader Job Description – Fall 2023**

Being a VOLbreaks Leader (VBL) is exceptionally rewarding and requires a considerable time commitment to be successful. Applicants should ensure they meet the minimum qualifications and can fulfill the responsibilities of the position. The term for fall VBLs is May 2023-December 2023.

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 communities upon returning from their VOLbreaks experiences.

**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
- Must be enrolled as a full-time (12 credit hours) UTK student for Fall 2023
- Must attend the ELPS 350 Training for VOLbreaks during the fall semester (Tuesdays and Thursdays, 2:30 pm – 3:45 pm)
- Must attend VOLbreak Leader Welcome on **Saturday, May 6th, 2023**
- Must attend VOLbreak Retreat from **Friday, August 25, 2023 – Sunday, August 27, 2023**
- Must be willing to complete 1-2 paid weekly office hours

**VOLbreak Leader Specific Duties**

**Learn**

- Attend and participate in all training and additional related activities
- Work with your co-VOLbreak Leader before, during, and after the trip to learn about the trip’s social issue
- Understand the importance of ‘simple living’ and budgeting to ensure you are good stewards with VOLbreak funds
- Watch the van-driving video and obtain experience driving a 12-passenger van as planned by a JCLS staff member

**Plan**

- Prepare and share educational resources for pre-trip meetings, VOLbreaks week, and reorientation
- Work with your co-leader to plan all logistics for your trip (i.e. securing free housing, service per your social issue, meals, and reflections) in accordance with set deadlines
- Facilitate two pre-trip meetings to educate and engage participants before the trip
- Prepare reflection materials and activities to accompany break trip service
- Keep trip outlines and “at a glance” schedules up to date
- Plan and execute a reorientation experience (service, meetings, etc.) after your trip but before the end of the semester
VOLbreak Leader Job Description – Fall 2023

Collaboration
- Spend at least one office hour per week in the JCLS office
  o This time will be for meetings with the VOLbreaks Leadership Team as well as the designated time to plan your trip
- Assist with raising awareness and implementation of VOLbreaks recruitment by assisting with marketing and attending all events
- Create a support system with one another (you are part of a larger program, not just responsible for the success of your trip)
- Communicate promptly and professionally with service and housing sites, Learning Partners, and campus partners
- Maintain open and constant communication with co-VBL and VB/JCLS staff

Other
- Meet ALL deadlines (not meeting deadlines is ground for dismissal from your role)
- Remain flexible
- 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

The role of VOLbreaks Leader must be a top priority from the time of your selection, through the end of classes in Fall 2023. Being a VBL is not just a 4-day commitment; it is a months-long commitment and should be taken very seriously. You will gain so much from your VBL role, but it is important to know that repeated violations of the above expectations can be grounds for dismissal from your leadership role.

By signing this agreement, you are committing to fulfill the role of a VOLbreaks Leader for the Fall 2023 semester. 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