

## **VOLbreaks Leader Job Description – Spring 2024**

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. 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 Spring 2024 leaders is December 2023-April 2024.**

### **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 Spring 2024
- Must attend the following:
  - o ELPS 350 during the spring semester (Tuesdays from 4:05pm-5:20pm)
  - o Weekly VOLbreaks training (Thursdays from 4:00pm-6:00pm)
  - o VOLbreaks Leaders Welcome, Saturday, December 2, 2023
  - o VOLbreaks Retreat, Friday, January 26, 2024 – Sunday, January 28, 2024
  - o Participant Kick-Off, Thursday, February 15, 2024
  - o Reorientation, Thursday, March 28, 2024
- Must be willing to complete 1-2 paid weekly office hours

### **VOLbreaks 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

## **VOLbreaks Leader Job Description – Spring 2024**

### *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 Spring 2024. 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 Spring 2024 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**