



VOLbreaks Leader Job Description – Fall 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 Fall 2024 leaders is May 2024-November 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 fall semester (Tuesdays from 4:05pm-5:20pm)
 - o Weekly VOLbreaks training (Wednesdays from 3:00pm-5:00pm)
 - o VOLbreaks Leaders Welcome, Saturday, May 4, 2024
 - o VOLbreaks Retreat, TBD August 2024
 - o Participant Kick-Off, TBD September 2024
 - o Reorientation, TBD after return of Fall Break trips
- 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 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



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- 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

Collaboration

- Spend at least one office hour per week in the JCLS office.
 - o This time will be for meeting with your assigned VOLbreak SD.
- Spend at least one office hour working with your co-VBL on trip planning.
 - o This time will be for getting on the same page with your co-VBL and splitting up responsibilities.
- 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

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.



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By signing this agreement, you are committing to fulfill the role of a VOLbreaks Leader for the Fall 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 spring trip cost, as we will have to find a replacement.

Print Name

Signature

Date