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 2025 leaders is May 2025-November 2025, and the term for Spring 2026 Leaders is May 2025-April 2026.**

**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 2025 and Spring 2026
* Must attend the following:
	+ ELPS 350 during the fall or spring semesters (Tuesdays from 4:05pm-5:20pm)
	+ Weekly VOLbreaks training during the fall or spring semesters (Wednesdays from 3:00pm-5:00pm)
	+ VOLbreaks Leaders Welcome, Saturday, April 26, 2025
	+ VOLbreaks Retreat, (Tentative) August 23, 2025
	+ Participant Kick-Off, (Tentative) September 17, 2025 and February 18, 2026
	+ Reorientation, (Tentative) October 15, 2025 and March 25, 2026 after return of Fall Break trips
* Must be willing to complete 3-4 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. 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

*Collaboration*

* Spend at least one office hour per week in the JCLS office.
	+ This time will be for meeting with your assigned VOLbreak SD.
* Spend two to three office hours in the JCLS working with your co-VBL on trip planning.
	+ 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*

* Earn 10-30 service hours as planned by you and your co-VBL
* 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

Being a VBL is not just a short-term responsibility; 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 2025-2026 academic 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 spring trip cost, as we will have to find a replacement.

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**Print Name Signature Date**