

# **ALTERNATIVE BREAK CO-COORDINATOR**

## **(AB CoCo)**

### **POSITION DESCRIPTION**

#### **Co-Co Position Responsibilities**

- Co-Coordinators are responsible for working together to manage the alternative breaks program and plan their own AB trips, including the Fall Alternative Break (FAB) and Alternative Spring Break (ASB)
- Serve at least 10 hours per week to work on their programs in the Alternative Break office; this includes weekly 2-hour meetings
- Management of the Alternative Breaks (AB) program which includes, but is not limited to:
  - Marketing and Communications
  - Fundraising and Grant Writing
  - Financial Management
  - Curriculum development of the Alternative Breaks Trip Leader (ABTL) meetings, including writing lesson plans and leading/teaching meetings
  - Reorientation planning and implementation
  - Mentoring one pair of Trip Leaders
  - Supporting all Trip Leaders in ensuring planning and implementation goes smoothly
  - Strategic planning of the Alternative Breaks program
- Alternative Break Planning
  - Two Co-Coordinators will serve as the Domestic Breaks Co-Coordinators and are responsible for planning the Fall Alternative Break together and planning separate Alternative Spring Break trips
  - Two Co-Coordinators will serve as the International Break Co-Coordinators and are responsible for developing the International Alternative Spring Break (iASB) trip to the Republic of Trinidad and Tobago. The iASB trip requires planning for 8 educational pre-trip meetings, managing a selective application process, and planning logistics for all aspects of the international trip. It is likely the iASB Co-Coordinators will also do a pre-trip service project to support Trinidad community partners.
  - Co-Coordinators are responsible for planning their own trips, just as the AB Trip Leaders, and should read the requirements of the AB Trip Leader position to better understand these elements