

ALTERNATIVE BREAK TRIP LEADER (ABTL) POSITION DESCRIPTION

ABTL Position Responsibilities

- Plan and implement an alternative spring break (ASB) trip with a co-leader. This includes, but is not limited to, the following:
 - Select 1-3 social issues over the summer and contact 30-40 community organizations. Prioritize the top 3 possible sites and notify the AB staff advisor
 - Create a partnership with 1-2 community partners in one region/city for service work
 - Create a partnership with an organization willing to house an AB group for free or at low-cost
 - Manage a budget of \$2,500 for a week-long venture for 12 individuals
 - Plan 3-4 educationally meaningful pre-trip education meetings for participants; this should include research on the social issues, the community partner(s), the local region, and similar social issues in Indianapolis.
 - Research and select a faculty advisor/content expert on the trip's social issue
 - Collaborate with the faculty/staff trip advisor, who supports the trip leaders and goes on the spring break trip
- Lead one Alternative Spring Break trip during the week of March 12– March 18, 2017.
- Serve at least 4 hours per week. These hours should be spent in the Alternative Breaks office or in meetings.
- Attend all mandatory meetings and events (see list below)
- Participating actively in training sessions and reading handbooks and readings.
- Maintain ongoing and open communication with the Program Director, Mentors, and Advisors through emails, phone calls, and meetings over the summer and throughout the academic year
- Become a university certified driver (if eligible)
- Participate in fundraising activities
- Act as a site leader at various campus wide days of service events, including: iServe, United Way Day of Caring, and Dr. Martin Luther King Jr. Day of Service
- Fulfill any other duties and obligations as given by the Program Director