

Alternative Spring Break Team Leader Job Description

Thank you for applying to be a team leader for the Alternative Spring Break Program. This position will be very rewarding, but will also take a significant amount of time so please carefully consider your availability and commitment. If you are looking for a significant student leadership experience and are committed to serving others, this is the job for you!

You and your co-leader (if applicable) will coordinate all aspects of the trip including recruitment and team selection, service site arrangements, as well as preparing the team to serve, leading reflection, and evaluating the program. You will have a faculty/staff advisor(s) who will support you along the way and assist as needed.

Required skills:

- Positive attitude
- Strong organizational, communication, and interpersonal skills
- Passion for serving others
- Leadership skills including consensus building
- Strong problem solving skills

Preferred skills:

- Ability to speak Spanish (International trips)
 - International travel experience
 - Group travel experience
- (Note: Preference will be given to students who have participated in the ASB program or have other group/international service experience)

Responsibilities:

- Attend team leader training in the fall
- Work collaboratively with co-leader (if applicable) and maintain regular and open communication
- Assist with recruitment and team selection
- Plan & implement pre-trip meetings to prepare team for all aspects of travel
- Coordinate fundraising efforts and delegate appropriately
- Maintain regular communication with service contacts
- Responsible for keeping all records for team and providing appropriate documents to CSLEPS staff
- Coordinate transportation, lodging, meals, and cultural activities
- Prepare reflection activities for team members throughout the planning process, work week, and post trip reflections
- Meet with Director periodically to discuss progress.
- Coordinate group presentation at conclusion of the trip (Service-Learning Fair)
- Organize follow-up activities with team
- Other duties as assigned.

Compensation:

- A portion of your trip will be paid for (depending on the number of student leaders selected and whether you are leading a domestic or international trip)