

POSITION DESCRIPTION

ALTERNATIVE SPRING BREAK TEAM ADVISOR

Position Title: Alternative Spring Break Team Advisor

Department: Student Experience Office

Term of Position: August 2017 – March 31st, 2018 (approximately 5 – 10 hours/week)

Trip Dates – February 17th – 25th, 2018

This position will require work during some evening or weekends to accommodate student schedules.

Remuneration: Team Advisors will receive an honorarium covering 100% of the cost of participating in the program

The Student Experience Office (SEO) provides students with transition support and engages students with programming opportunities that complement the academic experience and foster a sense of belonging and community. Part of these programming opportunities include Community Service-Learning (CSL). CSL is a method of experiential learning that emphasizes action, reflection and real-world engagement. CSL supports students in the development of skills and civic citizenship through combining community work with classroom learning.

Alternative Spring Break (ASB) is a CSL program that provides students with the opportunity to integrate meaningful community service with reflection to enrich their learning experience, teach civic responsibility, strengthen communities, and to better understand their roles as global citizens.

Students are selected to participate in an ASB experience that is based around a specific theme, such as poverty, education, human rights and environmentalism. Students spend months preparing for their experience by attending seminars, watching documentaries, reading articles and fundraising for their trips. The experience culminates with a week of service in both national and international communities.

POSITION SUMMARY:

Reporting to the Experiential Learning Coordinator, Team Advisors should be current full-time employees of Carleton University or full-time graduate students, who will work in cooperation with two Student Team Leaders to guide 10-18 student participants through the Alternative Spring Break program.

Team Advisors will assist in coordinating various aspects of the program including: recruitment and team selection, service site arrangements, preparing the team, assisting the team with fundraising efforts, supporting structured reflection activities and evaluating the program for the experience.

Team Advisors represent the Student Experience Office and Carleton University in a professional manner throughout the travel experience. They will be positive role models and advisors for student

participants and they will support students in their learning and personal development by providing guidance and feedback.

CORE RESPONSIBILITIES:

- Meet with the Experiential Learning Coordinator bi-monthly
- Assist with the recruitment and selection of student Team Leaders and student participants
- Assist in the implementation of pre-departure sessions to prepare student participants for all aspect of the experience (material and presentations will be provided)
- Support Team Leaders in facilitating group discussions and reflection activities (guidelines and directions will be provided)
- Attend and participate in the organization of all pre-departure and post-departure sessions
- Assist in the planning and execution of fundraising efforts
- Ensure the safety and well-being of participants, and responds to urgent/emergency in-field situations in a timely and professional manner
- Complete evaluation and summary reports at the conclusion of the program
- Other duties as assigned

REQUIREMENTS:

- Full-time employee or full-time graduate student at Carleton University
- Excellent communication, interpersonal and group process skills
- Strong problem-solving skills and ability to be flexible
- Act as an ambassador for Carleton University, promoting positive values and leaving a positive impression with all participants
- Support and enforce safety protocols, policies and procedures outlined by a community partner and/or Carleton University, and address participant behaviour
- Live in the same accommodations as student participants and be available to them at all times during the week-long travel experience

APPLICATION:

Interested candidates should prepare a two-page summary highlighting their motivation for becoming involved in the Alternative Spring Break program that highlights the past experiences and skills they possess that would make them a successful Team Advisor.

Please include contact information for a minimum of two references – one supervisory/peer and one student. It is advised that all interested employees discuss this experience with their immediate supervisor before applying.

Applications due Monday, August 7th at noon.

All applications must be submitted electronically to

Sarah Sabourin, Student Development and Community Outreach Coordinator:

Sarah.sabourin@carleton.ca

Interviews will take place from August 14th – 18th.

There will be a Team Advisor Orientation Session on Thursday, August 24th.