Position Title: Alternative Spring Break Team Leader

Department: Student Experience Office (SEO)

Term of Position: September 18\textsuperscript{th}, 2019 – March 29\textsuperscript{th}, 2020 (approximately 5-10 hours/week)

Trip Dates – February 15\textsuperscript{th} – 23\textsuperscript{rd}, 2020

This position will require work during some evenings and/or weekends to accommodate student schedules.

Remuneration: Team Leaders will receive up to $500 towards the cost of participating in the program.

Leaders are responsible for their remaining participation cost, as well as insurance (travel and health insurance is required), travel doctor appointments, and any vaccinations necessary for travel.

The Student Experience Office (SEO) provides transitional support for new undergraduate students and engagement programming for current undergraduate students. The Community Engaged-Learning (CEL) portfolio of the SEO is comprised of co-curricular programs aimed at promoting experiential, community-based learning – emphasizing reflection, action, and real-world engagement.

Alternative Spring Break (ASB) is an immersive CEL program that connects students with international and domestic partner communities. Over the winter reading week (February 2020) – students will explore the social, environmental, and economic challenges impacting their partner community while supporting meaningful community-led projects.

Students spend months actively preparing for their reading week experience by attending pre-departure sessions, conducting research, participating in local community-engaged learning, and fundraising for their trip.

POSITION SUMMARY:

Reporting to the Student Development and Community Outreach Coordinator, Team Leaders should be full-time Carleton University students who will work in cooperation with two Team Advisors and, one other Team Leader, to guide up to 16 Student Participants through the ASB program.

Team Leaders will assist with various aspects of the ASB program including, but not limited to: recruitment and selection of Student Participants, training and development of Student Participants, supporting fundraising initiatives, and program evaluation. Team Leaders will prepare for these activities through training and office hours completed over the course of the academic year.

Team Leaders will act as representatives of the Student Experience Office and Carleton University throughout the partner community experience. They will be positive role models and mentors for Student Participants; supporting students in their learning and personal development by providing guidance and feedback.
CORE RESPONSIBILITIES:

- Act as an ambassador for Carleton University and the Student Experience Office, facilitating a positive experience for all stakeholders
- Assist with the recruitment and selection of Student Participants
- Attend and participate in all Team Leader training sessions
- Complete weekly office hours with the co-team leader (5-hours a week)
- Facilitate all pre and post-departure sessions (training and content will be provided)
- Facilitate all group discussions and reflection activities (training and content will be provided)
- Meet with Team Advisors bi-monthly
- Assist with the planning and execution of all fundraising efforts
- Complete all evaluations and summary reports at the conclusion of the program
- Other duties as assigned

* In addition to the above responsibilities, Team Leaders are required to fulfill all expectations outlined for student participants.

REQUIREMENTS:

- Full-time undergraduate student at Carleton University
- Able to walk moderately long distances and lift, or move, moderately large objects (accessibility accommodations may be available for specific destinations)
- Comfortable living in shared accommodations (gender-specific accommodations may be available for specific destinations)
- Be available to Student Participants at all times during the week-long community-engaged learning experience
- Excellent communication and interpersonal skills
- Strong decision-making, troubleshooting, and problem-solving skills

PREFERRED SKILLS:

- Experienced traveller
- Experienced leading or facilitating youth and/or adult groups
- Knowledge of, or experience with, community-engaged learning
- Knowledge of, or experience with, the Alternative Spring Break program
APPLICATION:

Interested candidates should prepare a one-page summary highlighting their motivation for participating in the Alternative Spring Break program. The summary should also highlight past experiences and skills they possess that would make them a successful Team Leader.

Applicants must also provide a resume, co-curricular record (if applicable) and, contact information for a minimum of two references.

Additionally, applicants must provide a signed copy of the Acknowledgements (page 4) of this position description – with their application.

DATES TO KEEP IN MIND:

- **Team Leader Group Interview** – September 14th, 2019 from 8:30 AM – 2:30 PM
- **Team Leader and Advisor Training/Social #1** – September 28th, 2019 from 9:30 AM – 12:30 PM
- **Participant Group Interview** – October 5th, 2019 from 8:30 AM – 2:30 PM
- **Team Leader and Advisor Training/Social #2** – November 2nd, 2019 from 9:30 AM – 12:30 PM
- **Pre-Departure #1** – November 9th, 2019 from 9:30 AM – 1:30 PM
- **Silent Auction Fundraiser** – All Day, individually scheduled shifts (November 27th – 28th, 2019)
- **Team Leader and Advisor Training/Social #3** – January 11th, 2020 from 9:30 am – 12:30 PM
- **ASB Delivers Fundraiser** – January 2020, date and time TBD
- **Pre-Departure #2** – January 25th, 2020 from 9:30 AM – 1:30 PM
- **Spirit Games Fundraiser** – January 31st, 2020 from 11:30 AM – 1:30 PM
- **Pre-Departure #3** – February 8th, 2020 from 9:30 AM – 1:30 PM
- **Pre-trip check-ins** – Individually scheduled (Between February 13th and 14th, 2020)
- **ASB Experiences** – February 15th, 2020 – February 23rd, 2020
- **ASB Post-Departure** – February 29th, 2020 from 9:00 AM – 1:00 PM
- **Team Leader and Advisor Debrief/Social #4** – March 14th, 2020 from 12:00 PM – 4:00 PM
- **ASB Impact Session** – March 28th, 2020 from 9:30 AM – 11:30 AM

All dates subject to change. Dates for local service opportunities and bi-monthly meetings to be determined.

All applications must be submitted electronically via the form at [www.carleton.ca/asb](http://www.carleton.ca/asb)

Questions about the application or program can be directed to:

Dwaine Taylor, Student Development and Community Outreach Coordinator:

dwaine.taylor@carleton.ca
ACKNOWLEDGEMENTS

1. The email address I provided above is active and checked on a daily basis. I am aware that this is the method the ASB program will contact me and I will respond within a timely manner.

2. ASB is a dry program. I am aware that the consumption of alcohol, marijuana, or illegal drugs is prohibited during all components of the ASB program.

3. ASB is an intensive learning experience. I agree to actively participate in all aspects of the program (including training sessions, pre-departure sessions, fundraising initiatives, team meetings, post-departure, and online facilitation).

4. ASB is a year-long commitment. I have reviewed the timeline and agree to make the necessary arrangements to be available for all elements of the program.

5. I understand that I am responsible for making all trip payments by the assigned deadlines.

6. I understand that if accepted I am making a commitment to this program and should I decide to withdraw, I am still financially responsible for the remainder of the cost to participate in the program.

7. I understand that my inability to meet any of the above expectations may affect my eligibility to participate in the ASB program.

Signature of Applicant: _________________________ Date: _________________________