

## POSITION DESCRIPTION

### ALTERNATIVE SPRING BREAK PARTICIPANT

**Position Title:** Alternative Spring Break Participant

**Department:** Student Experience Office (SEO)

**Term of Position:** November 1<sup>st</sup>, 2023 – March 21<sup>st</sup>, 2024 (approximately 5 hours/month)

**Trip Dates – February 17<sup>th</sup> – 24<sup>th</sup>, 2024**

*Participation in this program requires availability during some evenings and/or weekends.*

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 2024) – students will explore the social, environmental, and economic challenges impacting their partner community while supporting meaningful community-led projects.

#### **POSITION SUMMARY:**

Alternative Spring Break Participants will actively prepare for their reading week experience by attending pre-departure sessions, conducting research, participating in local community-engaged learning, and fundraising for their trip.

Alternative Spring Break Participants will act as representatives of the Student Experience Office and Carleton University throughout the reading week experience. They will be positive role models for fellow participants and other Carleton University students.

#### **CORE RESPONSIBILITIES:**

- Attend and participate in all pre and post-departure sessions
- Attend and participate in all group discussions and reflection activities
- Assist with the execution of all fundraising efforts
- Meet all payment deadlines
- Complete all evaluations at the conclusion of the program

- Other duties as assigned

### **REQUIREMENTS:**

- Enrolled as a full-time undergraduate degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2023/2024 academic year. Students that have previously completed 5.5 credits or more must have an Academic Continuation Evaluation (ACE) of Eligible to Continue (EC) at the time of application.
- Own or acquire in time for trip dates, a valid passport and be able to travel to the United States or Guatemala.
- 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)
- Available at all times during the week-long community-engaged learning experience (February 17<sup>th</sup> – 24<sup>th</sup>, 2024)
- Excellent communication and interpersonal skills
- Strong decision-making, troubleshooting, and problem-solving skills
- Knowledge of, or experience with, community-engaged learning

### **TRIP DESTINATIONS AND THEMES:**

#### **New Orleans, Louisiana: Natural Disaster Recovery and Resilience**

Students will have the opportunity to learn about the impact of natural disasters on communities and the importance of building resilience and improving recovery process for individuals affected by the disaster. Partnering with St. Bernard's Project participants will engage in restoration of lives affected by storms in South Eastern Louisiana, hear the stories of communities, founders and participate in cultural activities.

**Cost - \$2,500** – All students part of ASB will receive funding support from ASB Fundraisers and program partners. For questions about funding, please email [asb@carleton.ca](mailto:asb@carleton.ca)

UN Sustainable Development Goals: Sustainable Cities and Communities, Climate Action, and Industry, Innovation and Infrastructure.

#### **Guatemala: Seed to Shelf**

Students will have the opportunity to learn about free, fair and direct trade while picking coffee alongside local farmers in Guatemala. Partnering with Operation Groundswell, participants will

travel across Guatemala and learn about the impact the coffee industry has on climate change and the supply chain. Additionally, participants will have the opportunity to engage with local Indigenous communities and learn about the impact the coffee industry has had on their community and ancestral lands.

**Cost - \$3,400** – All students part of ASB will receive funding support from ASB Fundraisers and program partners. For questions about funding, please email [asb@carleton.ca](mailto:asb@carleton.ca)

UN Sustainable Developmental Goals: Zero Hunger, No Poverty, Gender Equality, Climate Action and Industry, Innovation and Infrastructure.

**DATES TO KEEP IN MIND:**

- Payment #1: \$500 on November 11<sup>th</sup>
- Pre-departure #1 November 11, 2023, 9:30am to 12:30 pm
- Fundraising event: Silent Auction: November 29 to 30 (9:00am – 4:00pm)
- Payment #2: \$250 December 11<sup>th</sup>.
- Payment #3: \$250 on January 11<sup>th</sup>
- Fundraising event: ASB Delivers on January 17, 2024 \*
- Pre-departure #2: January 27, 2024, from 9:30am to 1:30pm
- Payment #4: Remaining balance by February 1<sup>st</sup>
- Pre-departure #3: February 10, 2024, 9:30am to 1:30pm
- ASB Experiences: February 17<sup>th</sup> – 24<sup>th</sup>, 2024
- Post Departure – March 2, 2024 9:30am- 1:30pm

All dates subject to change.

**APPLICATION:**

**Interested candidates should prepare a one-page summary highlighting their motivation for participating in the Alternative Spring Break program.**

**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 5) of this position description - with their application.**

**Applications due Wednesday, October 25<sup>th</sup> at 12:00 PM (noon).**

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: Daniel Vrbanac, Student Development and Community Outreach Coordinator: [danielvrbanac@cunet.carleton.ca](mailto:danielvrbanac@cunet.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: \_\_\_\_\_