

POSITION DESCRIPTION
ALTERNATIVE SPRING BREAK TEAM LEADER

Position Title: Alternative Spring Break Team Leader

Department: Student Experience Office (SEO)

Term of Position: November 1st, 2023 – March 29th, 2024 (approximately 5-10 hours/week)
Trip Dates – February 17th – 24th, 2024

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

Remuneration: Team Leaders will receive \$250 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 2024) – 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:

- 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.
- 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 traveler
- 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

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

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

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

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 5) of this position description - with their application.

DATES TO KEEP IN MIND:

- Team Leader and Advisor Training: November 5, 2023 9:00am - 12:00pm
- Payment #1: \$500 on November 11th
- Pre-departure #1 November 11, 2023 9:30am to 12:30 pm
- Fundraising event: Silent Auction: November 29 to 30 from 9:00 am to 4:00pm
- Payment #2: \$250 December 11th.
- Payment #3: \$250 on January 11th
- Fundraising event: ASB Delivers on January 17, 2024*
- Pre-departure #2: January 27, 2024, from 9:30am to 1:30pm
- Possible Team Leader and Advisor Training – January 27th or Feb 3rd
- Payment #4: Remaining balance by February 1st (\$250 Remuneration applied to this payment
- Pre-departure #3: February 10, 2024, 9:30am to 1:30pm
- ASB Experience: February 17th – 24th, 2024
- Post Departure – March 2nd 9:30am- 1:30pm

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

Applications due Wednesday, October 25th, 2023 at 12:00 PM (noon).

All applications must be submitted electronically via the form at 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

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.
8. I understand that as a team leader, I am responsible for completing 5 hours a week of office hours and will adhere to all my responsibilities

Signature of Applicant: _____

Date: _____