

## POSITION DESCRIPTION

### ALTERNATIVE SPRING BREAK TEAM LEADER

**Position Title:** Alternative Spring Break Team Leader

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

**Term of Position:** October 31<sup>st</sup>, 2024 – March 31<sup>st</sup>, 2025 (approx. 5 hours/week)

**Trip Dates – February 15<sup>th</sup> – 22<sup>nd</sup>, 2025**

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

**Remuneration:** Team Leaders will receive up to \$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.

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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 2025) – 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 a Team Advisor(s) and, one other Team Leader, to guide up to 12 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 group discussions and reflection activities (training and content will be provided)
- Meet with Team Advisor(s) following each Pre-Departure session
- 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 (February 15th – 22<sup>nd</sup>, 2025)
- 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:****Santa Lucía, Sololá, Guatemala****Cost: \$2600**

The Guatemala experience will take place in Santa Lucía, Sololá, partnering with the La Guadalupeana Association and Reto Juvenil Internacional, a non-profit association that implements development initiatives in Latin America, Africa and India. They've participated in over 3,560 social and community development projects. The project in Guatemala, titled "Indigenous Rural poverty, climate change and family migration" aims to improve the social conditions of Indigenous primary students and their families by providing support to vulnerable populations, reducing rural poverty, and promoting environmental conservation. As such, four United Nations Sustainable Development Goals that align with this project have been identified:

- #1 – no poverty
- #4 – quality education
- #13 – climate action
- #15 – life on land

Throughout this trip, students will engage in activities that emphasize the importance of education and ecological preservation. Activities include:

- Help collect data to identify and promote a food security program for 50 Maya Quiche Indigenous families living in extreme poverty. This will help certify the families for the Supplemental Nutrition Assistance Program (SNAP).
- Environmental Conservation Activities
  - Design & paint a mural at the school
  - Plant trees
  - Clear trails
  - Birds lookout improvements
- Teach English daily at the school and assist local teacher
- Meet the Indigenous Association
- Daily cooking classes, daily Mayan lesson for the group, dance lessons, daily football games with local youth in the afternoons, two hikes, visit to the community rabbit farms, interview and lunch with local family

Payment Schedule: Santa Lucía, Sololá, Guatemala

1. November 9<sup>th</sup>, 2024 - \$500
2. December 9<sup>th</sup>, 2024 - \$250
3. January 9<sup>th</sup>, 2025 - \$250
4. February 8<sup>th</sup>, 2025 - remaining balance

**DATES TO KEEP IN MIND:**

<b>Activity</b>	<b>Date</b>
<b>ASB Applications Close</b>	October 25 <sup>th</sup>
<b>ASB Applicant Interviews</b>	October 28 <sup>th</sup> – October 30 <sup>th</sup>
<b>ASB Applicants Selected</b>	October 31 <sup>st</sup>
<b>Pre-Departure #1</b>	November 9 <sup>th</sup> 9:30 AM – 12:30 PM
<b>Payment #1 - \$500</b>	November 9 <sup>th</sup> by 11:59 PM
<b>ASB Fundraiser – Silent Auction</b>	Week of November 18 <sup>th</sup>
<b>Payment #2 - \$250</b>	December 9 <sup>th</sup> by 11:59 PM
<b>Payment #3 - \$250</b>	January 9 <sup>th</sup> by 11:59 PM
<b>Pre-Departure #2</b>	January 18 <sup>th</sup> 9:30 AM – 12:30 PM
<b>ASB Fundraiser – ASB Delivers</b>	Week of January 20 <sup>th</sup>
<b>Pre-Departure #3</b>	Saturday February 8 <sup>th</sup> 9:30 AM – 12:30 PM
<b>Payment #4 (Final) – Remaining Balance</b>	February 8 <sup>th</sup> by 11:59 PM
<b>Post-Departure</b>	TBD
<b>ASB Impact Session</b>	TBD

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

**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 Friday, October 25<sup>th</sup> at 11:59 PM.**

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

## 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: \_\_\_\_\_