Assistant Trip Directors are responsible for the overall management and coordination of a designated Community Outreach (CO) Alternative Break. Alternative Break trips are student-run and promote service-learning through direct public service with regional, national and international communities to heighten social awareness, enhance personal growth and advocate lifelong social action. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all Assistant Trip Directors.

**Major Duties and Responsibilities**

A. **Program Management and Development**
   - Meet weekly with the Trip Director to coordinate combined activities
   - Assist with the coordination of appropriate service projects for trip participants
   - Assist with locating and/or creating appropriate educational materials and activities
   - Assist with organizing orientation, reflection, and reorientation
   - Assist with designing logistical materials for the trip
   - Communicate and meet regularly with Alternative Breaks Student Coordinator
   - Communicate and meet regularly as appropriate with CO staff and the selected Learning Partner(s) for the trip

B. **Volunteer Management**
   - Assist with recruiting, select, train and support volunteer and work study participants
   - Prepare participants through orientation and training workshops to achieve the trip objectives;
   - Provide ongoing monitoring and supervision of trip participants
   - Communicate regularly with participants regarding scheduling, transportation, and trip activity planning
   - Recognize participants for their contributions
   - Facilitate reflection opportunities for participants prior to, during and after the trip

C. **Administrative Tasks**
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including budgeting, purchasing, and participant payments
   - Maintain and update program roster, computerized attendance, and program data reports
   - Schedule and monitor transportation for all activities related to the trip by submitting transportation requests and ensuring that there are eligible drivers for the trip
   - Represent CO at University classes, meetings, or events
   - Organize and execute necessary fundraising activities as appropriate
   - Once trip is complete, work with Alternative Break Student Coordinator to support other trips and develop materials
   - Assist with other activities as needed

D. **Project Teams**
   - Participate in a CO project team including: program management, professional development, or community building
E. Program Participation

- Actively participate in activities relating to the trip including but not limited to pre-trip meetings, pre-trip and during trip service and reflection activities, and post-trip activities

Qualifications

A. Minimum Qualifications:

- Strong interest in and commitment to community service
- At least one year related experience working with Alternative Break programming
- One semester or more of related experience in a leadership and/or supervisory position
- Ability to positively represent CO to the University and external community
- Excellent interpersonal, relationship, and partnership building skills
- Excellent oral and written communication abilities
- Strong organizational and administrative skills
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Capacity to facilitate individual and group supervisory meetings including conflict resolution/problem solving
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:

- At least one year experience with Alternative Breaks
- One year related experience in a leadership and/or supervisory position
- Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Attendance at Alternative Breaks Community of Practice meetings and trainings
- Participation in a weekend or weekend Alternative Break trip
- Maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.