**UConn Community Outreach**

**Team Leader Position**

**Position Summary:**

Team Leaders are responsible for supporting their corresponding Trip Directors in the coordination and supervision of a designated Community Outreach Alternative Break trip. 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.

**Major Duties and Responsibilities:**

**A. Program Management and Development *(approximately 40% of the time)***

* Assist Trip Directors to:
	1. Coordinate appropriate service projects for trip participants
	2. Locate and/or create appropriate educational materials and activities
	3. Organize and implement orientation, reflection, and reorientation
	4. Design logistical materials for the trip
* Communicate and meet regularly with Trip Directors

**B. Volunteer Management *(approximately 40% of the time)***

* Assist Trip Directors to
	1. Train and support volunteer and work study participants
	2. Prepare participants through orientation and training workshops to achieve the trip objectives
	3. Provide ongoing monitoring and supervision of trip participants
	4. Communicate regularly with participants regarding scheduling, transportation, and trip activity planning
	5. Recognize participants for their contributions
	6. Facilitate reflection opportunities for participants prior to, during and after the trip
	7. Promote a positive volunteer environment for trip participants
	8. Ensure the needs of participants are met

**C. Administration Tasks *(approximately 25% of the time)***

* Attend all related CO trip meetings, trainings, seminars, and workshops
* Represent CO at University classes, meetings, or events
* Organize and execute necessary fundraising activities as appropriate
* Perform other related duties and activities as needed

**D. Program Participation *(approximately 30% of the time)***

* Team Leaders are expected to participate in their program on a regular basis

**Commitment:**

* Attendance at all pre-trip and trip meetings as well as post trip reorientation
* Hours and meetings with trip directors as the need arises
* Maintain academic standing in accordance with the Department of Student Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits or less than a 2.0 semester GPA or higher for 24+ credits)