

Alternative Spring Break Coordinator

Skills Knowledge and Abilities Required:

Superior skills in the following areas: understanding of service-learning, program planning and implementation, leadership, written and spoken communication, research, time management, computer.

Skills Knowledge and Abilities Preferred: budget, marketing, team building, cross-cultural understanding, and project assessment.

% of Time/Duties:

25% Pre-trip planning involves the following: Working with the Praxis leader to plan and implement two Watsonville Praxis projects during the fall quarter; marketing the ASB program to prospective students, organizing and implementing selection process for interested students, setting up organizational and team building meetings for prospective students, communicating with sponsoring agencies, researching and implementing educational component, assisting with transportation and food arrangements.

50% Alternative Spring Break—co-lead the trip for five days over spring break: Sunday –Thursday.

20% Post trip follow up--assist with the assessment of the trip, assist with the planning of the Volunteer Recognition Ceremony at the end of the year.

5% Train new ASB leaders.

In exchange for the above duties, the ASB leaders will receive a stipend.

Updated 4/11/2016