

Alternative Service Breaks seeks to empower the individual through intentional service, personal growth, leadership, and genuine human connection. ASB prioritizes allyship with community partners in order to more deeply understand the social issues of our world and inspire a more empathetic and socially active individual.

Coordinator Position

Trip Coordinators are the heart of Alternative Service Breaks. Responsible for all aspects of their trip, Coordinators work in pairs, planning and leading one of the ASB Trips. Coordinators are assigned to planning one ASB trip during weekly meetings and office hours, and assist Committee Chairs with events and projects. Coordinators utilize the CSC's resources to contact their site & housing, request donations, maintain a blog, and perform a myriad of other tasks. By participating in a variety of social and fundraising events throughout the academic year, Coordinators form strong connections with the program, volunteers, and each other. In return for their work, Coordinators are exempt from the program participation fee.

Coordinator responsibilities are as follows:

- Must be available for the following dates/times:
 - The week of spring break, March 3rd-11th, 2018 **OR** winter break, January 6th-13th, 2018
 - The Coordinator retreat on Saturday, October 21st, 2017
 - The ASB Information Fair on Wednesday, November 8th, 2017
 - The ASB Pre-Breaks on and Thursday, February 21st, 2018
 - The AWB Pre-Break on December 6th
 - The ASB Post-Break the first week in April
 - Attend weekly Monday Night Meetings from 9pm-10pm with the Program Managers, Committee Chairs, and other ASB Coordinators
- Complete the following tasks before ASB:
 - Work with your co-coordinator for one scheduled office hour per week in the fall and two scheduled office hours per week in the spring
 - Establish contact with host and housing sites
 - Assist Committee Chairs with van training, donations, social event planning, and other various tasks throughout the school year
 - Actively recruit volunteers and chaperones during Info Fairs and Push Week events
 - Participate in fundraisers for the ASB program
 - Plan and conduct breakout sessions during Pre-Break for participants
 - Create a trip education packet detailing the logistics and service of the trip
 - Perform some office duties and address other logistical concerns
- Complete the following tasks during ASB:
 - Facilitate group activities and reflections during the trip
 - Enforce rules and standards set forward by the Community Service Center, which includes not partaking in drugs or alcohol before or during any CSC-sponsored events or during the week of spring break
- Complete the following tasks after ASB:
 - Create a manual for next year's coordinators
 - Plan and conduct breakout sessions during Post-Break for participants

Committee Chair Position

Committee Chairs are instrumental to the success of ASB. They collaborate with PMs, help to hire Coordinators, and each have a hand in planning a different part of ASB. The three positions for 2017-2018 are as follows:

Public Relations & Advertising Chair: Develops and oversees ASB advertising campaign for ASB coordinators and chaperones as well as volunteer recruitment. Responsible for t-shirt and sweatshirt designs, branding, and any other marketing materials. Operates the social media accounts. Oversees the execution of the Scavenger Hunt during the week of ASB. This person is responsible for telling the ASB story in a streamlined and creative way to the Boston University community and beyond.

Education & Social Justice Chair: Works closely with the PMs to develop intentional education modules for coordinators and volunteers. Responsible for aiding coordinators in developing educational materials and discussion questions for their trips. This person will tackle challenging and potentially controversial topics and questions to engage the coordinators and provoke thought.

Database & Scholarship Chair: Oversees volunteer, coordinator, chaperone, and scholarship databases. Works with Eventbrite, Office of Financial Aid and Dean of Students to ensure successful registration and allocation of scholarships. Aids in the coordination of donations, trips, and retreats. Responsible for taking donation inventory and acting as a bridge between parents, alumni, and sponsorships.

Coordinator responsibilities are as follows:

- Must be available for the following dates/times:
 - The week of spring break, March 3rd-11th, 2018
 - The Chair Retreat September 23rd-24th, 2017
 - The Coordinator interviews: September 25th-October 13th, 2017
 - Note: Chairs are not required to attend every interview
 - The Coordinator application review process October 14th-16th, 2017
 - The Coordinator retreat on Saturday, October 21st, 2017
 - The ASB Information Fair on Wednesday, November 8th, 2017
 - The ASB Pre-Breaks on Wednesday, February 7th, 2018 and Thursday, February 21st, 2018
 - The AWB Pre-Break on Wednesday, December 6th, 2017
 - The ASB Send-Off Saturday on Saturday, February 24th, 2018
 - The ASB Post-Break the first week in April
 - Attend weekly Monday Night Meetings from 9pm-10pm with the Program Managers and ASB Coordinators
- Tasks and responsibilities:
 - 3-4 office hours per week
 - Attend weekly 1-hour meeting with other Chairs, Program Managers, and Director of the CSC
 - Personal time to complete individual projects
 - Meetings with coordinators as needed to complete projects
 - Advising with PMs
 - Recruit and assist in hiring coordinators
 - Recruit chaperones and volunteers
 - Maintain and ensure sustainability of the Alternative Service Breaks Program
 - Enforce rules and standards set by the Community Service Center, which includes not partaking in drugs or alcohol before or during any CSC-sponsored events or during the week of spring break
 - Create a manual for next year's Committee Chairs
 - Perform some office duties and address other logistical concerns
 - Prepare materials for Post-Break