



## **ALTERNATIVE SERVICE BREAKS**

*is a weeklong service opportunity that strives to bridge different communities and individuals together. By reconnecting with our community partners, ASB seeks to foster genuine connections between individuals and the community, emphasizing the importance of inclusivity, diversity, intentional service and a deeper understanding of social justice.*

## **2021-2022 CHAIR AND COORDINATOR APPLICATION**

### **Application Deadline**

- September 12, 2022 at 11:59 pm for chair and coordinator consideration
- September 19, 2022 at 11:59 pm for coordinator consideration only

### **Eligibility Requirements**

- Full-time Boston University undergraduate student in any year and program for the entire 2021-2022 academic year
- Good academic, judicial, residential, and financial standing
- Willingness to fulfill all listed requirements with enthusiasm
- A passion for the social justice mission and values of the Community Service Center and Alternative Service Breaks program
- No significant job or extracurricular responsibilities that would hinder your ability to serve Alternative Service Breaks and the Community Service Center

### **Required Dates (all positions)**

- Weekly Monday night meetings: TBD
- Weekly office hours: 1-3 hours for coordinators, 2-5 hours for chairs
- Team retreat: October 16 or 17, 2021\*, approx. 9 am-5 pm
- Info fairs: November 9 & 17, 2021\*, 7-10 pm
- GSU tabling: November 9-17, 2021
- Pre-Break events: February 8 (evening) & one to be scheduled with your group (TBD)
- Send-off Saturday: February 26, 2022
- At least 10 total hours of active volunteer & chaperone recruitment
- **SPRING BREAK: March 5-12, 2022**

*\* dates subject to change*

### **Application Requirements**

- Submission of application, including attachment of a cover letter, resume and class schedule by September 12 (chair consideration) or September 19 (coordinator only)
- Sign up for a 30-min interview when you receive an email from [altbreak@bu.edu](mailto:altbreak@bu.edu)
- 1- 3 professional references who can talk about your strengths and skills, and how you can be fit for the position.



## **PROGRAM CHAIR POSITION**

**Program Chairs** are instrumental to the success of ASB. They collaborate with Program Managers to facilitate a key component of the program, support efforts to hire coordinators, and help direct the mission and vision of ASB 2022.

### **Position Descriptions**

- **Donations Chair:** Serves as the primary contact for family and alumni sponsorships. Communicates with various donors in both the Boston area and communities we partner with. Responsible for organizing donations for retreats and social events. Responsible for working with Coordinators to recognize and thank community partners and donors.
- **Public Relations & Advertising Chair:** Oversees advertising campaign for coordinators, chaperones and volunteer recruitment. Designs flyers, advertisements and t-shirts. Maintains social media and coordinates Scavenger Hunt during the week of ASB. Communicates the narrative and purpose of ASB to the public at BU and beyond.
- **Social Justice & Education Chair:** Works closely with the Program Managers to develop a plan for meaningful education for our coordinators and volunteers. Plans educational Pre-Break materials. Coordinates speakers, presentations, and activities to maintain the continuous, holistic education of our team.
- **Database & Scholarship Chair:** Works closely with the Eventbrite, Office of Financial Aid, and Dean of Students to ensure successful registration. Oversees volunteer, coordinator, chaperone, and scholarship databases.

### **Additional Required Dates**

- Chair retreat: October 2 or 3 (depending on group availability)
- Coordinator interviews and selection (~10 hours): Late September/ Early October (TBD)
- An additional hour of weekly meetings with PMs and chairs (time TBD)

### **Tasks and Responsibilities**

- Weekly office hours (2-5 depending on responsibilities and time of year)
- Weekly leadership meeting and team meeting (2-2.5 hours)
- Completion of individual tasks as assigned
- Meetings with coordinators as needed to complete projects
- Participate in active recruitment for coordinators, chaperones, and volunteers
- Maintain zero tolerance substance-free policy during office hours and ASB trips
- Create manual and materials for subsequent year's chairs and coordinators
- Support other logistic/office tasks as needed
- Be a positive mentor and community member to members of the ASB and CSC teams

### **Compensation**

- Trip waiver covering the program fee and transportation for a trip of your choice (public transit or driving trips only)
- \$13.50/hour for weekly office hours (up to 5 hours per week) and 40 hours the week of spring break



## **COORDINATOR POSITION**

**Trip Coordinators** are the heart of Alternative Service Breaks. Responsible for all aspects of their trip, coordinators work in pairs to plan and lead one ASB trip. Coordinators also: attend weekly meetings and office hours, assist program chairs with events and projects, and utilize the CSC's resources to contact their site & housing, request donations, and perform other tasks. Participating in a variety of social and fundraising events throughout the academic year, coordinators form strong connections with the program, volunteers, and each other. They are representatives for their trip and for the program as a whole, serving as the bridge between ASB and the entire BU community and beyond.

### **Tasks and Responsibilities**

- Weekly office hours (1-3 depending on responsibilities and time of year)
- Weekly leadership meeting and team meeting (1.5 hours)
- Advising meetings with ASB program managers.

#### **→ Before ASB**

- Partner with assigned co-coordinator to plan your trip
- Establish contact with service and housing partners, and other hosts or donors
- Actively recruit volunteers and chaperones to the program
- Solicit hosts and donations to cover meals, goods, and travel needs
- Assist program managers and committee chairs with van training, social event planning, and other tasks as assigned

#### **→ During ASB**

- Be positive, engaged leaders and role models to all members of the trip
- Actively greet all donors, hosts, and partners
- Facilitate education and reflection opportunities for the group
- Troubleshoot challenges and issues as they arise
- Enforce rules and standards set forward by the CSC, including our zero tolerance, substance free policy regarding drugs and alcohol during the trip and all CSC events

#### **→ After ASB**

- Ensure all trip participants complete evaluations
- Follow up on all incidents, accidents, and required forms
- Send thank you cards to all donors, hosts, and partners
- Create a manual for subsequent year's coordinators
- Maintain contact with your group, plan events if possible, etc

### **Compensation**

- A trip waiver covering the program fee and transportation of your assigned trip