2022-2023 CHAIR AND COORDINATOR APPLICATION

ALTERNATIVE SERVICE BREAKS is a weeklong service opportunity where students engage with different communities throughout the country over spring break. By reconnecting with our community partners, ASB seeks to foster genuine connections between individuals and the community through meaningful service, emphasizing inclusivity, intentionality, empathy, cultural humility, and a deeper understanding of social justice.

Application Deadline
- The priority deadline for Chair applications is September 30th and the priority deadline for coordinator applications is October 7th. However, we will accept applications on a rolling basis until we fill all positions.

Eligibility Requirements
- Full-time 2022-23 Boston University undergraduate student
- Good academic, judicial, residential, and financial standing
- Passion and enthusiasm for the social justice mission and values of the Community Service Center and Alternative Service Breaks
- No significant job or extracurricular responsibilities that would hinder your ability to serve Alternative Service Breaks and the Community Service Center
- Maintain zero tolerance substance-free policy during all CSC events and ASB trips
- Have work study funding for the 2022-2023 academic year (Chairs only)

Required Training & Event Dates
- Weekly all-team meetings, 9-10pm
- Weekly office hours: Up to 5 hours every week
- Team retreat: October, Date TBD
- At least 10 total hours of active volunteer recruitment, including volunteer info fairs, trip poster night, and GSU tabling (Dates TBD)
- Send-off Saturday: February 25, 2023
- **Note: All dates are subject to change. If you have any conflicts, please let us know at altbreak@bu.edu

Application Requirements
- Submission of application, including attachment of a cover letter, resume and class schedule by September 30th (chair consideration) or October 7th (coordinator only)
- Sign up for a 30-min interview slot when you receive an email from altbreak@bu.edu. Interviews will be conducted on a rolling basis, so we encourage you to send in application materials as soon as you can.
- Maximum 3 professional references’ contact information who can talk about your strengths and skills, and how you can be a good fit for the position.
PROGRAM CHAIR POSITION DESCRIPTION

Program Chairs are instrumental to the success of ASB. They collaborate with the Program Managers and each other to facilitate key components of the program, help direct the mission and vision of ASB, and ensure the success of ASB 2023 to the best of their abilities.

- **Public Relations & Advertising Chairs (2)**: Oversee advertising campaigns for volunteer recruitment; propose brand guidelines for the ASB 2023 theme, logo, and all advertisements; design flyers, advertisements, and t-shirts; work with the coordinators to create content and maintain social media presence; communicate the narrative and purpose of ASB to the public at BU and beyond.

- **Social Justice & Education Chairs (2)**: Educate coordinators and volunteers on how to engage in meaningful and ethical learning service; plan educational Pre-Break materials; coordinate speakers for events, prepare weekly presentations, and maintain the continuous and holistic education of the team.

- **Event Management and Recruitment Chair (1)**: Work with Program Managers to organize and host info fairs, volunteer recruitment events, pre-break events; organize team building and bonding activities for the ASB leadership team and all of ASB.

Tasks and Responsibilities

- Weekly chair only meetings (1 hour)
- Completion of individual tasks as assigned
- Communicate with coordinators as needed to complete projects
- Participate in all aforementioned required recruitment and bonding events
- 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
- **Valid work authorization for employment on campus (for international students)**
- **Within the 20 hour work limit for all on campus employment**

Compensation

- $14.25/hour for weekly office hours (up to 8 hours per week)
- Trip waiver covering the program fee and transportation for a trip of your choice
TRIP COORDINATOR POSITION DESCRIPTION

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. 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. Participating in a variety of social events, recruitment, and team projects throughout the academic year, coordinators form strong connections with the program, volunteers, and each other.

Tasks and Responsibilities

→ Before ASB
  ● Partner with co-coordinator to plan assigned trip
  ● Maintain communication with service and housing partners, other hosts and/donors
  ● 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, event planning, and other tasks as assigned

→ During ASB
  ● Manage the on-trip experience for the group including getting to/from service each day, facilitating education and reflection activities, coordinating meals, engaging with all donors, hosts, and partners etc.
  ● 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
  ● Plan post-break meet up with volunteers

Compensation
  ● Trip waiver covering the program fee and transportation of your assigned trip