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# Alternative Break Leadership Board Application 2018-2019

Return applications to the Center for Civic Engagement (Lightsey 203).

**Application process is rolling. Applications will be closed once available positions are filled.**

## Alternative Break Leadership Board Position Description

Leadership Board members will be primarily responsible for supporting and guiding the Alternative Break program through training, outreach, and coordination of program logistics.

Each Leadership Board member will be **required to complete 5 office hours per week** in the Center for Civic Engagement in addition to attending a **weekly Leadership Board planning meeting**.

In addition to the responsibilities specifically designated for each position, board members will be asked to periodically assist in the facilitation of training meetings, participant meetings, promotional events, etc.

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## Open Position Descriptions

**\*Descriptions are subject to change. Please refer to final job description (provided at interview) for a comprehensive list of duties\***

### Recruitment and Fundraising Coordinator

- Responsible for scheduling Alternative Break recruitment tabling events and information sessions
- Reaches out to student organizations, academic departments, First Year Experience courses, and other CofC offices to recruit participants and Site Leaders
- Coordinates AB letter-writing fundraising campaign
- Develops and coordinates at least **2** additional major program fundraisers per semester

### Participant Coordinator

- Manages participant documents, including waivers, health forms, payments and contracts
  - Co-facilitates and plans large group participant meetings in the spring semester
  - Responds to and meets one-on-one with any participants who are struggling
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## Responsibilities of ALL Leadership Board members

*These can be delegated as needed.*

- Attend first all-participant meeting and send-off meeting.
- Aid in fundraising and promotional efforts.
- Provide support for Site Leader Coordinator before, during, and/or after Site Leader trainings.
- Assist in planning participant send-off and Return & Reflect events.
- Assist Site Leaders with planning logistics and materials.
- Reach out to classes, professors, and clubs about Alternative Break.
- Maintain updated records on CHEC Share Drive.
- Comply with CCE office standards.

*\*Keep this document for your records\**



Alternative  
Break Program

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**Full Name:** \_\_\_\_\_

*As it appears on your passport/driver's license*

**Class:**    Sophomore        Junior        Senior        Graduate Student

**Academic major:** \_\_\_\_\_

**Previous Alternative Break Trips:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Please explain any conflicts that would prevent you from filling a Leadership Board role for the duration of the 2018-19 academic year:** \_\_\_\_\_

**Please attach a brief essay response to each of the following prompts:**

1. Describe your previous experience with Alternative Break programs and your most meaningful AB memory.
2. What is your vision for the Alternative Break program in the 2017-18 and how would you work to achieve that vision through your role on the Leadership Board?
3. What strengths are you able to offer the Leadership Board and the program as a whole (provide examples)? What are some strengths/characteristics you would value in other Board members?

### **Leadership Board Position Ranking:**

Please rank **ONLY** the positions in which you are interested (1 most interested, etc.).

\_\_\_ Recruitment and Fundraising Coordinator

\_\_\_ Participant Coordinator