



TRIPS Program

Job Title: TRIPS Leader Trainer	Dates: 8/12 - 12/12 (possible 2 semesters)
Department: Campus Ministry (CM) or Center for Community Service and Learning	Pay Rate: \$7.25+ experience
Revision Date: 1/31/12	Hours/Week: 10 hours

Position Overview

The Trip Leader Trainer will be responsible for the training and leadership development of a group of approximately 30 TRIP Leaders, providing ongoing coaching as well as mentoring.

Essential Job Functions

- Plan and implement the following Fall Trip Leader trainings for all trip leaders
 - TRIPS Goals/Mission/Vision & Active Citizenship
 - 8 Components of Quality Alternative Break Service Trip
 - Trip Roles Training
 - Interviewing
 - Risk Management
- Plan and implement the Trip Leader retreat
- Develop/Update Trip leader Binder
- Coach and mentor trip co-leaders at least once per semester
- Evaluate the leadership development of trip leaders, alongside LSE
- Meet weekly with supervisor and TRIPS Staff

Non-essential Job Functions

- Aide and assist in other TRIPS functions, as designated by supervisor.

Requirements

- Participated as a TRIPS Participant and/or a TRIP Leader in the past.
- Able to work independently, take initiative and be a strong team player
- Position will include training meetings during the evening and some weekends
- Will be required to attend Break Away's "Alternative Break Citizenship Schools" training in the summer.

Other Skills/Abilities

- The student in this position is eligible to go on a trip as a Trip Leader, with permission from supervisor

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



TRIPS Program

Job Title: TRIPS Program Assistant	Dates: 8/12 - 5/13
Department: Campus Ministry (CM) or Center for Community Service and Learning	Pay Rate: \$7.25+ experience
Revision Date: 1/31/12	Hours/Week: 10 hours

Position Overview

The TRIPS Program Assistant will be responsible for the engagement of the TRIPS participants throughout the program year, implementing many events such as the Interview process and Send-Off.

Essential Job Functions

- Develop and implement a marketing strategy for TRIPS calendar year
- Recruit TRIPS participants in September 2012
- Lead application process and selection process; assist in explaining interview process for Trip Leaders
- Organize and/or facilitate large group meetings such as Cultural Competency or Catholic Social Teaching
- Organize and plan winter/spring trips Send-Off
- Aide TRIPS groups through Reorientation/Refocused process
- Recruit and facilitate process for interviewing new Trip Leaders for 2013-2014 year
- Coordinate the spring TRIPS Celebration
- Develop a calendar for 2013-2014 TRIPS year
- Update/manage social media sites, such as Facebook and Wordpress blog
- Meet weekly with supervisor and Trips Staff

Non-essential Job Functions

- Aide and assist in other TRIPS functions, as designated by supervisor.

Requirements

- Participated as a TRIPS Participant and/or a TRIP Leader in the past.
- Project management or event planning skills a plus
- Able to work independently, take initiative and be a strong team player
- Position will include training meetings during the evening and some weekends
- Knowledge of campus event planning systems
- Marketing knowledge

Other Skills/Abilities

- The student in this position is eligible to go on a trip as a leader or participant, with permission from supervisor

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



TRIPS Program

Job Title: TRIPS Community Partner Coordinator	Dates: 8/12 - 5/13 (possible for one semester and to start part time in spring)
Department: Campus Ministry (CM) or Center for Community Service and Learning	Pay Rate: \$7.25+ experience
Revision Date: 1/31/12	Hours/Week: 10 hours

Position Overview

The TRIPS Community Partner Coordinator will be responsible for the development of trip itineraries, as well as securing community partner feedback.

Essential Job Functions

- Develop trip itineraries for 2012-2013 year
- Make contacts with housing and volunteer sites, finalizing sites one week prior to departure
- Coordinate transportation for sites, including purchasing plane tickets, bus tickets, van rentals with the approval of supervisor
- Coordinate with Kristee Becker for Liability Waivers at least 2 months prior to departure
- Administer and compile the Community Partner Feedback survey to all volunteer sites
- Implementation of assessment for TRIPS Program in Spring semester
- Meet weekly with supervisor

Non-essential Job Functions

- Aide and assist in other TRIPS functions, as designated by supervisor.

Requirements

- Participated as a TRIPS Participant and/or a TRIP Leader in the past
- Project management or event planning skills a plus
- Able to work independently, take initiative and be a strong team player

Other Skills/Abilities

- The student in this position is eligible to go on a trip as a leader or participant, with permission from supervisor

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.