Site Leader Position Descriptions 2017-18

All Site Leaders are Responsible for:

• Attending 2 Site Leader weekend retreats to practice skills learned in training
• Attending weekly meetings (with co-site leader) to check in with the program coordinator on planning progress
• Spending 1-3 hours per week planning trip, utilizing UNLVolunteers office space
• Developing a reflection curriculum and facilitating it on the trip
• Researching a social justice issue prior to the trip, site leaders do not have to be experts on the issue!
• Creating an inclusive trip environment
• Leading pre-trip meetings (3) with participants
• Maintaining above a 2.5 cumulative GPA
• Staying in good standing with the university
  • Upholding the program values of Alternative Breaks

Benefits:

• Gain event planning techniques from an experienced, professional staff members
• Develop meeting facilitation experience
• Work with a broad, engaged cross-section of the UNLV community
• Establish stronger leadership skills by overseeing student volunteers
• Expand awareness of university policies and procedures
• Apply classroom knowledge practically through both hard and soft skills
• Examine real-world applications of community service and service-learning
• Engage yourself in the college experience with a one-of-a-kind program
• Understand and explore social justice issues through multiple perspectives
• Have your trip cost covered by the Alternative Breaks program
**Site Leader**

A Site Leader does not have to have experience with social justice or UNLVolunteers/Alternative Breaks in order to apply. Although experience would greatly assist you, we do take applicants from all areas. You will be given opportunities to gain some knowledge and context about what an Alternative Break trip is like early on, and the staff will make expectations and responsibilities as clear as possible. You will be supported by Alternative Break staff and Senior or Returning Site Leaders, and as a team we are here to support you. Throughout the year, you will work with a co-site leader team to plan trip logistics and reflection activities.

**Responsibilities:**

- Committing to six site leader trainings in the fall, as well as the spring, and the weekend site leader retreat in the fall
- Developing a reflection curriculum and facilitating it on the trip
- Meet one on one with Alt Breaks staff to discuss issues, logistics or concerns about trips
- Participating in Java & Justice, the post-trip reorientation event

**Returning Site Leader**

A Returning Site Leader has led a trip before, and returns to lead another trip. You are present at some fall training sessions and will be available to answer questions or share insight. Throughout the year, returning site leaders will work on a co-site leader team with a new site leader.

**Responsibilities:**

- Previous participation on an Alternative Break
- Being present for at least 3 fall training sessions (of 6)
- Attending Site Leader weekend retreats to practice skills learned in training and planning logistical details
- Helping plan trips over summer if interested and available; will support senior site leaders in brainstorming, research, and site contact
- Spending 1-3 hours per week planning trip, utilizing UNLVolunteers office space
- Developing a reflection curriculum and facilitating it on the trip
- Researching a social justice issue prior to the trip, keeping in mind that site leaders do not have to be experts on the issue
- Attending and helping plan Java & Justice, the post-trip reorientation event

**Senior Site Leader**

A Senior Site Leader has led an Alternative Break trip before, and will lead another trip while acting as a mentor to new site leaders. This means not only being present at all training sessions, but planning and facilitating training sessions as well. Senior site leaders will work
over the summer to plan trips for the next year; they will brainstorm locations and topics, research non-profit partners, and contact sites. Throughout the year, they will be involved with trip planning on a co-site leader team with a new site leader.

*Responsibilities:*

- Previous participation on an Alternative Break
- Planning trip logistics: brainstorming, researching, and contacting sites
- Planning and facilitating fall training sessions for site leaders
- Being present at all fall training sessions
- Attending Site Leader weekend retreats to practice skills learned in training, planning logistical details, and acting as a coach and mentor to new site leaders
- Attending and helping plan Java & Justice, the post-trip reorientation event