

## **Suffolk University Alternative Spring Break Student Leader Roles and Responsibilities**

Alternative Spring Break (ASB) trips are led by student leaders who are committed to providing Suffolk students an opportunity to serve and learn in communities outside of Boston. ASB leaders are responsible for all aspects of the alternative spring break trip, including recruiting participants, trip logistics, coordinating with the host site, and leading the actual trip. Serving as an ASB trip leader is a year-long commitment.

### **Leader Expectations**

#### **Working with ASB Scholar to plan/confirm logistics of trips**

- Maintain communication with ASB scholar regarding pre and post trip details
- Collecting and tracking participant paperwork

#### **ASB Recruitment & participant selection**

- Activities Fair
- Class Presentations
- Information Session
- Review applications
- Interview and select participants

#### **Meetings**

- Weekly ASB leader meetings (fall and spring)
- Weekly ASB meetings with group (fall and spring)
- Additional ASB leader training and fundraising meetings

#### **Plan educational and social activities with your group**

- Community awareness (i.e. entering/exiting communities)
- Effective group building (i.e. group activities/fundraisers)
- Provide issue education for your group

#### **Budget & Fundraising**

- Work with facilitators to track group budget
- Coordinate community donations
- Set up and organize group fundraisers

#### **Trip Facilitation-**

- Conduct reflection activities during trip
- Conduct icebreakers and team building activities
- Serve as a liaison with the site manager
- Coordinate weekly ASB leader meetings with facilitators
- Enforce rules and regulations to all the group participants
- Manage group dynamics

#### **Other duties as assigned**

##### **\* ABIDE BY AND ENFORCE DRUG AND ALCOHOL POLICY:**

The Alternative Spring Break program promotes and requires alcohol/ drug-free philosophy. This prohibits alcohol consumption or illegal or irresponsible drug use by anyone, **regardless of age**, participating in the Alternative Breaks during the weeks of the Break, including travel to, from, or at sites.

**Alternative Spring Break Group Leader Application for 2011-2012**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Please type the answers to the following questions and attach the document to the application:

1. Have you ever attended an alternative spring break? If so, when and where?
2. Why do you want to be a group leader?
3. Do you have any leadership experience? If so, how will that experience help you?
4. In your opinion, what qualities should good leaders possess?
5. In the past our trips have focused on: environmental issues, LGBT rights, and poverty and housing. Are you passionate about one or more of these issues and why?

If you have any questions do not hesitate to contact the S.O.U.L.S. Center at 617-305-6306 or by e-mail at [souls@suffolk.edu](mailto:souls@suffolk.edu).

Thank You,

Carolina Garcia  
Director  
S.O.U.L.S. Center

Tim Albers  
Assistant Director  
S.O.U.L.S. Center

Lina Rodriguez  
ASB Service Scholar  
S.O.U.L.S. Center