ASB Co-Coordinator Position Description

<u>Overview:</u> As Co-Coordinator, you will work over the course of an entire calendar year to support the Alternative Spring Break program at Northeastern University. Your effort and input will be integral to the success of the program and you will have a great deal of ownership over the program, its trips, and events. *Applicants must have previous experience on an ASB trip*.

Primary Responsibilities Include:

- Promoting ASB across campus and recruiting participants by creating promotional materials, utilizing social media, attending volunteer and activities fairs.
- Leading info sessions during the fall for interested students.
- Identifying, vetting and assisting with the selection of host sites for the 2014 ASB program.
- Learning about the contract approval process, and helping review documents for accuracy and completeness before submission.
- Assisting in Team Leader and Volunteer selection, and placing all volunteers on teams.
- Planning and facilitating Team Leader meetings and retreats.
- Participating in a trip as a Team Leader.

The Commitment:

- Weekly office hours and check-in meetings starting in May and continuing through the post-break event in March.
- Facilitating two Saturday Team Leader retreats (one each in November and February).
- Hosting Team Leader Office Hours one weeknight from 5-8pm.
- Ready and willing to complete a number of smaller tasks in support of the program.

The Benefits:

- Build r sumé with full year leadership role in flagship program through the Center of Community Service (and, let's face it, ASB is the coolest program on campus!).
- Program Fee waived for your trip.
- Earn work study for any and all hours spent working on program (if work study eligible), or CEP hours.
- Create extraordinary volunteer experiences for your peers!