

**Alternative Spring Break
Staff/Faculty Team Leader
Position Description**



Open to: Full-time and part-time Western Faculty, and full-time Western Staff. Contract staff must be employed at Western as of September 2017 through to the end of March/May 2018. Team leader applicants must receive permission from their department or faculty to participate in the program, including all meetings, socials, Team Leader training sessions and ASB Pre-Departure Workshops, and arrange to be away from Western during Reading Week 2018, or two weeks at the beginning of May 2018.

The ASB Program advocates for Team Leaders to have a discussion with their supervisor regarding the use of Professional Development versus Vacation Time. The Team Leaders are vital to the success of the program; they contribute a great deal of time and effort and learn a lot as well. The Global Experiential Learning Coordinator hopes the program will be viewed as a PD opportunity and that the Team Leaders will not have to use vacation time.

ROLE

- To work in collaboration with other Staff/Faculty Team Leaders, Student Team Leaders, and the ASB Program Coordinator to guide and facilitate student participants through the Alternative Spring Break experience.
- Assist with various aspects of the program including student team leader selection, facilitating activities in the pre-departure sessions, leading a group of students for ASB Serves, preparing the team for the ASB experience during Reading Week or May, leading structured reflection activities, maintaining a blog of the experience and evaluating the program.

CORE RESPONSIBILITIES

- Assist in the selection of student team leaders
- Work collaboratively and maintain regular communication with trip co-leaders and ASB Program Coordinator
- Participate in Team Leader training
- Design and deliver pre-departure team time sessions to prepare student participants for all aspects of the experience (in collaboration the Global Experiential Learning Coordinator)
- Assist in facilitating ASB Pre-Departure Workshop #1 and #2
- Assist in facilitating Post-ASB Workshop
- Coordinate team socials; it is recommended to have three socials - one before the December break, one in January and one before departure
- Assist in preparation of reflection materials for the ASB experience
- Facilitation of reflection activities during the ASB experience
- Coordination of service site activities and group conduct/safety during the experience
- Willingness to be an active participant from application submission to completion of the ASB experience (October 2017 to March/May 2018)
- Participants must visit their family doctor or a travel clinic to ensure that their immunizations are up to date, and that there are no health concerns for travel

- Support safety protocols, policies and procedures outlined by the Global Experiential Learning Coordinator and the community partner
- Understand that all ASB experiences are substance free. Participants and team leaders will not consume alcohol or drugs during the experience and/or purchase any of these items to bring back into Canada
- Complete evaluation and summary reports at the conclusion of the program

REMUNERATION

In recognition of the leadership and time commitment provided by team leaders to assist in the operations of the program, the majority of program fees for staff & faculty team leaders are compensated through student participant fees and university funding. Team leaders are responsible for **20%** of their program fees (fee dependent on ASB destination).

TIME COMMITMENT

Team leaders will be expected to commit a significant amount of time in facilitating this experience for students (before, during and after Reading Week or the May experience).

- Team Leader Interview (30 min) (September 25 - 29, 2017)
- Assist with Student Team Leader Carousel (Sunday, October 15, 2017) (4 hours)
- Team Leader Meeting (October 23- 27, 2017) (1 hour)
- Logistical Meeting (Tuesday, November 14, 2017) (1.5 hours)
- Team Leader Training (Saturday, November 25, 2017) (7 hours)
- Pre-Departure Workshop #1 (Sunday, November 26, 2017) (4 hours)
- Trip team social (Team Leader organized)(3 hours) (December 2017)
- ASB Serves (Saturday, January 20, 2018) (3-4 hours)
- Team Leader Training (Sunday, January 21, 2018) (4 hours)
- Pre-Departure Workshop #2 (Sunday January 21, 2018) (4 hours)
- Trip team social (Team Leader organized)(3 hours) (January 2018)
- Pre-trip meeting with the Global Experiential Learning Coordinator (February 5-16, 2018) (1 hour)
- Trip team social (Team Leader organized) (February 2018)
- ASB experience (February 17-24, 2018) or (May 5-12, 2018)
- Post-trip workshop (Sunday, March 4, 2018) (3 hours)
- ASB Showcase (Wednesday, March 21, 2018)

QUALIFICATIONS

- Full-time or part-time Western Faculty, or full-time Western Staff
- Leadership and facilitation skills and experience
- Excellent communication, interpersonal and group processing skills
- Strong problem solving skills and ability to stay positive and flexible
- An understanding of and appreciation for community service-learning
- Ability to be an ambassador for Western University, promoting positive values and leaving a positive impression with all participants

*All Staff/Faculty Team Leader applications are due online through CareerCentral by **Wednesday, September 20, 2017**. We encourage you to attend an information session to learn more about the program. Visit the Apply section of the website to submit your application.*