Alternative Spring Break
Staff/Faculty/Graduate Student Team Leader
Position Description

Open to: Full-time and part-time Western Faculty, full-time Western Staff and full-time Graduate students. Contract staff must be employed at Western as of September 2018 through to the end of March/May 2019. 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 for the duration of their experience.

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 valuable leadership skills. 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/Graduate Student Team Leaders, Undergraduate Student Team Leaders, and the Global Experiential Learning 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, leading structured reflection activities 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 Global Experiential Learning 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 with the Global Experiential Learning Coordinator)
• Assist in facilitating ASB Pre-Departure Workshops
• Assist in facilitating Post-ASB Workshop
• Coordinate team socials; it is recommended to have two socials - one before the December break, 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
• 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 and graduate student team leaders are compensated through student participant fees and university funding. Team leaders are only responsible for 25% 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 the experience).

• Team Leader Interview (30 min) (September 20 - 29, 2018)
• Assist with Student Team Leader Carousel (Sunday, October 21, 2018) (4 hours)
• Groundwork Meeting (Tuesday, November 27, 2018) (2 hours)
• Team Leader Training (every other Wednesday from 4:30-6:00 between November 7, 2018-February 6, 2019 for a total of 7 sessions – returning Team Leaders are only expected to attend 4 sessions)
• Foundations for International Mobility and Engagement (Online learning through Western International)
• Community Engaged Learning workshop (2 hours)
• Two team socials (Team Leader organized)(1-3 hours)
• ASB Serves (Week of January 14-18, 2019) (3-4 hours)
• Choice of 2 pre-departure workshops (date and times can vary – 1.5-3 hours each)
• Pre-trip meeting with the Global Experiential Learning Coordinator (February 11-15, 2019) (1 hour)
• ASB experience (1 week, 10 days or 2 weeks depending on the experiences)
• Post-trip workshop (Sunday, March 3, 2019) (3 hours)
• ASB Showcase (TBD)

QUALIFICATIONS

• Full-time or part-time Western Faculty, full-time Western Staff or full time Graduate Student
• Leadership and facilitation skills
• 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 engaged learning
• Ability to be an ambassador for Western University, promoting positive values and leaving a positive impression with all participants

All Staff/Faculty/Graduate student Team Leader applications are due online through CareerCentral by Monday, September 10, 2018.