

Alternative Breaks Position Descriptions 2021-2022

Week-Long Break Co-Coordinator

Must be able to begin tasks Summer 2021 with time commitments primarily during the season you coordinate.

In charge of AB's largest programs, you and your Co-Coordinator are responsible for researching and contacting volunteer organizations, reviewing evaluations of past trips, and ultimately choosing and arranging the Winter, Spring, and Summer break sites and topics. You will set up each service trip and act as the main point of contact for the community partners. The Co-Coordinator participate in the selection and interviewing of prospective participants. Additionally, they help site leaders to organize a mini-break with local agencies in order for participants to learn about local communities and perform more service work before their trip. The Co-Coordinator are responsible for ensuring that students are informed before their trip and that they will internalize the lessons they learn after the trip. Week-long coordinators are responsible for following up with participants and sites with evaluations.

The timeline of your responsibilities will differ depending on which season (Winter, Spring, or Summer) you coordinate.

Public Relations Coordinator

Must be able to begin tasks Summer 2021 and sustain involvement throughout the entire year.

Working with all divisions of the program, the PR Coordinators execute advertising and recruiting efforts. Responsibilities include printing flyers and brochures, sending information to departmental newsletters, arranging student organization and classroom visits, coordinating tabling efforts in the Union and in front of Wescoe Hall, and running social media campaigns. The PR Coordinators work year-round using a variety of strategies to spread the word about Alternative Breaks programs. Previous organizational social media experience is preferred.

Finance Coordinator

Must be able to begin tasks Summer 2021 and sustain involvement throughout the entire year.

The Finance Coordinator keeps the books for all programs and individual sites. This person is responsible for processing reimbursements, preparing financial packets for each break, preparing and presenting at Educational Opportunity Fund and Line Item funding requests, and keeping track of the AB budget. The Finance Coordinator explains all financial procedures to site leaders and participants, and helps the Co-Directors set program costs for participants. The Finance Coordinator will also work closely with Co-Directors on fundraising efforts and researching grants and other money-generating opportunities.

Graphic Design Coordinator

Must be able to begin tasks Summer 2021 and sustain involvement throughout the entire year.

The Design Coordinator will create brochures, flyers, posters, t-shirts, social media graphics each season. They will work most closely with the PR Coordinators. The Design Coordinator is also responsible for maintaining and updating KUAB.org. Previous design experience is required and students from the College of Architecture and Design are preferred.

Research & Development Coordinator

Must be able to begin tasks June 1, 2021 and sustain involvement throughout the entire year.

The R&D Coordinator is responsible for planning CORE Development social activities to encourage members to get to know each other. This position is also responsible for maintaining a list of past Alternative Breaks community partners and participants. They will periodically send evaluations to sites and participants to help AB improve in the future.

Education Coordinator

Must be able to begin tasks Summer 2021 with time commitments preceding week-long breaks.

The Education Coordinator is responsible for the Alternative Breaks Education Program. This position is responsible for reaching out to guest speakers and curating content for Break participants that cover topics such as ethical volunteering, LGBTQ+ advocacy, diversity and inclusion, and non-profit logistics. The Education Coordinator will prepare 6 weekly presentations on these topics/with guest speakers that precede Week-long Breaks. This position is also responsible for assisting participants with their end-of-break presentations.