

CORNELL COLLEGE JOB DESCRIPTION

JOB TITLE: Service Trips Coordinator
DEPARTMENT: Student Life
REPORTS TO: Civic Engagement Coordinator
WAGE: \$7.25 per hour

OFFICE: Civic Engagement
DIVISION: Student Affairs
TERM: Academic year

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Organize and coordinate the logistical details of off-campus volunteer trips (Alternative Spring Break, additional weekend or block break trips)
 - a. Identify a location, agency, and project(s)
 - b. Develop and monitor a working budget
 - c. Plan and participate in fundraisers
 - d. Coordinate transportation and lodging
2. Work with participants in relation to these service trips
 - a. Recruit students, faculty, and staff to be involved
 - b. Prepare and review application materials
 - c. Lead service trip meetings and provide educational resources for the participants
 - d. Help students process and reflect on their experiences before, during, and after the service trip
3. Attend the Alternative Spring Break trip and possibly weekend or block break trips
4. Implement evaluation and assessment procedures after the trips
5. Attend bi-weekly staff meetings
6. Meet with the Coordinator of Civic Engagement one-on-one 1-2 times each block
7. Assist in the marketing and promotion of the Office of Civic Engagement
8. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Office of Civic Engagement
9. Assist with other projects and duties as assigned

REQUIREMENTS:

Interest in service and in coordination of off-campus service programs; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

EXPECTATIONS:

You will have an \$800-\$1000/year college work-study award with the Office of Civic Engagement. This position requires a federal work study award. This will allow for 4-5 work hours each week for the first three weeks of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least 2 hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information.

Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.