

# **CORNELL COLLEGE JOB DESCRIPTION**

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

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

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## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Oversee the coordination of off-campus volunteer trips (Alternative Spring Break, additional weekend or block break trips)
  - a. Develop goals and expectations for the trip, including the pre- and post-trip experience, and communicate those to the student leaders
  - b. Advise student leaders in coordinating the logistical details of the trips
  - c. Develop and monitor a working budget with each student leader
  - d. Plan and participate in fundraisers
2. Coordinate marketing and recruitment efforts and application process
  - a. Recruit student leaders and participants
  - b. Recruit faculty/staff advisors
  - c. Prepare and review application materials
3. Serve as a student leader for an Alternative Spring Break trip
  - a. Coordinate the logistical details of the trip including the budget, transportation, housing, and partnering agencies
  - b. Lead service trip meetings and provide educational resources for the participants
  - c. Help students process and reflect on their experiences before, during, and after the service trip
4. Serve as a student leader and/or recruit student leaders for weekend or block break trips
5. Implement evaluation and assessment procedures after the trips
6. Attend bi-weekly staff meetings
7. Meet with the Director of Civic Engagement one-on-one 1-2 times each block
8. Assist in the marketing and promotion of the Civic Engagement Office
9. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Civic Engagement Office
10. 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; ability to manage multiple tasks at one time; basic computer skills

## **EXPECTATIONS:**

You will have an \$1000/year college work-study award with the Civic Engagement Office. This position requires a federal work study award. This will allow for 5-6 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 three 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.