William & Mary Community Engagement Fellow: Alternative Breaks

The Community Engagement Fellow for alternative breaks, based in the Office of Community Engagement, will support and manage the work of Branch Out Alternative Breaks. This Fellow reports to the Associate Director of Community Engagement.

About Alternative Breaks
Branch Out alternative breaks is a catalyst for life-long active citizenship and critical self-reflection and learning, and allows students to make a significant positive impact alongside community partners. The Fellow will ensure Branch Out’s success by executing quality alternative breaks, program development, and fostering student leadership. The Fellow will continue to develop Branch Out as a home for students who seek to live as active citizens, engaged in a lifelong pursuit of social justice.

Position Responsibilities

Branch Out Program – 90%

Program Success and Development
- Assist the OCE Associate Director and Student Directors with program strategic planning development and implementation
- Advise Branch Out Student Directors in regular meetings

Training
- Advise and share feedback on Site Leader training sessions

Reorientation
- Support Student Directors in coordinating reorientation events after each break period
- Promote ongoing, long-term reorientation in small groups for all participants
- Manage reorientation grant program

Fundraising
- Assist with micro-donation program, letter writing campaigns and other fundraisers

Outreach, Involvement and Publicity
- Support Student Directors in participant recruitment
- Attend a National, Regional and International alternative break, as possible
- Represent Branch Out to individuals, student and community groups, faculty, campus ministries, admissions and orientation events and open houses
- Publicize Branch Out through regular posts to social media, creating newsletters, assisting with information sessions, tabling and other publicity efforts

Administration
- Facilitate logistics, including trip payments, forms, manuals, first aid kits, program t-shirts, and van rentals
- Keep participant and alumni records up to date
- Supervise and manage need-based financial aid program
- Maintain records of job processes for transition from year to year
- Revise comprehensive manuals for student directors and site leaders
- Implement risk management and safety protocols; serve as emergency contact for alternative break trips
OCE –10%

- Serve as representative of The Office of Community Engagement and Branch Out at events on campus and in the Community
- Meet with community organizations and members to explore additional partnerships
- Professional development opportunities
- Other duties as assigned

Qualifications

Required Skills

- Experience in leadership of alternative breaks or other community engagement
- Ability to advise, train and mentor students and groups, facilitate student development
- Ability to coordinate projects with community partners
- Ability to execute administrative tasks such as budget management and logistical coordination
- Ability to conduct surveys and assessment
- Experience leading trainings and presentations

Preferred Skills

- Knowledge of social justice issues and commitment to engaging with them
- Experience with supervision
- Interest in college student development and higher education civic engagement
- 1-3 years of experience with the above areas

This position requires evening and weekend hours, and includes attending a week-long summer training program in August (the Alternative Break Citizenship School) with Break Away.

The Fellow will also be part of a community of Fellows, and have the opportunity to participate in professional and personal development activities with other OCE Fellows.