

SBO Site Leaders



Thank you for considering applying to be a Site Leader for Spring Break Outreach 2017. Please read the information below thoroughly as you discern whether this volunteer position would be a good fit for you

Position Description

This leadership opportunity is unlike any others offered at Loyola. Site Leaders are responsible for leading a group of peers out into a host community for a service experience that will challenge them to learn lessons about giving through service and working for justice.

The Site Leader role is extremely challenging and demanding, but with the challenges come opportunities for significant personal and professional growth. Throughout their training, Site Leaders develop skills in communication, administration, group facilitation and education.

Site Leaders are one of the most important determinants of SBO's success; the Site Leaders directly influence the outcomes and experiences of SBO participants, and are responsible—with the support of CCSJ staff and the Site Leader team—for all preparations for and implementation of the service week. By serving as a Site Leader you have the opportunity to help your peers expand their understanding of the world and their place in it. Site Leaders will fill the roles of educator, administrator, counselor, and mentor as they explore new realms of service and come to new understandings about justice.

Eligibility

The requirements for SBO Site Leader:

- Must be sophomores, juniors, or seniors
- Must have completed at least one semester of service through CCSJ, including participation in reflections
- Past participation in a CCSJ immersion program: Experience Baltimore, Spring Break Outreach, Project U.S., or Encounter El Salvador (Preferred)

- Demonstrates interest in community service and social justice
- Curious, creative, have good interpersonal skills and demonstrate a sense of responsibility
- Excited to lead other students in educational and service experiences that are designed to facilitate learning about social justice issues
- Have a minimum G.P.A. of 2.5 and good academic standing

Our goal is to select a diverse group of Site Leaders who represent a wide range of experiences, skills and backgrounds, and who will offer creative and innovative ideas for improving Spring Break Outreach.

Responsibilities of Site Leaders

Site Leaders will facilitate all pre-trip, trip and post-trip SBO experiences in order to educate and challenge participants about community service, social justice and efforts for social change.

Specific responsibilities include:

- Recruitment, selection and preparation of SBO participants
- Participation in Site Leader training sessions
- Planning and leading Site Team meetings in a way that educates, develops awareness and sensitivity and prepares participants for the immersion experience
- Maintaining communication between CCSJ and the host community
- Collaboration with a Staff Participant, the host site contact and possibly a Co-Site Leader to develop and manage all logistics for a trip to one of the SBO sites
- Ensure adequate preparation and reflection opportunities for group members prior to, during and after the trip

Site Leaders will be prepared for their duties through weekly training meetings with the Assistant Director for Student Staff Development in the Center for Community Service and Justice.

Together with the other Site Leaders—in a supportive, team environment—Site Leaders will learn about their responsibilities and how to carry them out.

Time Commitment

The SBO Site Leader position is essentially a full academic year commitment.

Leaders should expect to work an average of 5 hours per week throughout the academic year, beginning at the start of the academic year and continuing through early April. The workload will hit a peak in the weeks just before Spring Break.

The following is a list of some of the identifiable time commitments:

Fall:

- Attend Site Leader Orientation (One Sunday beginning of September)

- Attend and actively participate in weekly Site Leader training meetings on Fridays from 3-5pm (or another agreed upon time, based on Site Leader's schedules)
- Recruit participants and assist with the selection process
- Plan and facilitate the Participant Orientation (One Sunday, end of October)
- Contact host site representatives and begin to gather information about the site
- Plan and conduct the initial Site Group meeting (1-2 meetings)
- Educate yourself about your host community

Spring:

- Plan and run 4-6 Site Team meetings before the trip, and at least two after the trip
- Attend and actively participate in weekly Site Leader training meetings on Fridays from 3-5pm (or another agreed upon time, based on Site Leader's schedules)
- Attend fundraising activities and the Pre-departure and Re-entry meetings
- Continue communicating with host site representatives and finalize necessary information about the immersion
- Conduct Program Evaluation
- Follow-up with group members
- Help with the recruiting and selection of next year's Site Leaders

Site Selection

Site Leaders are hired in the spring and assigned to a particular site in the fall. The decision of which Site Leader will lead which of the sites is based on the site ranking that each Site Leader submits as well as the skills and assets needed to best lead that site. Each of the sites offers a unique experience due to differences in community issues, community demographics and setting. Please think carefully about the type of site that intrigues you the most, which will best facilitate your learning, and in which setting you will be the most effective leader. On the application you will have the opportunity to rank your site choices as well as any site that you would not be interested in.

Compensation

- The SBO Participant Fee is waived for Site Leaders.
- Site Leaders receive ongoing professional development and training.