Spring 2015 Service and Justice Trips Coordinator Roles and Responsibilities

Many of these dates are mandatory, if selected as a coordinator, your participation is expected. Please pencil these in now.

Most trips have two coordinators. As a member of a team you will have the following responsibilities:

**Before the trip:**
1. Attend all training sessions (General and Coordinator Meetings) and participate in your mentor group
2. Communicate with your host site partner to clarify expectations, make plans together for specific arrival and departure times, work days and reflection (see contacting host site handout with specific questions). You will share this schedule and plan for the week with your group at the 1st general meeting.
3. Actively serve on one program committee
   - Fundraising
   - Transportation, Food, Logistics
   - Reunions and Advocacy
   - Send-off Service and St. John’s speakers
   - Host Site Communication
   - Soup Luncheon
4. Plan driving routes and schedules (including directions and stop over site if applicable)
5. Facilitate group bonding and pre-trip site specific formation, especially regarding justice issues from trips.
   (outside meeting pre-trip activity such as a dinner, Ted and Wally’s, etc. – keeping with the pillars of the trip)

**During the trip:** (list may vary depending on host partner)
1. Maintain safety of/for the group
2. Be responsible for the financial aspects of the trip, including bookkeeping and budgeting the money allotted for the week
3. Implement daily schedules/Be in contact with host site partner
4. Facilitate group decisions about free time, seven pillars, etc.
5. Lead and help facilitate daily reflection & social analysis
6. Facilitate conflict resolution when necessary
7. Enforce the rules of the trip (e.g. no alcohol, no personal cell phone or ipod use)
8. Suggest fun activities for your group
9. Organize Advocacy action plan for your group
10. Be yourself and have fun!

**After the trip:**
1. Return receipts, evaluations and trip supplies to the office
2. Attend Spring Reunion & Soup and Stories Events (Soup and Stories day/time TBD)
3. 

**Dates:**
Coordinator application due: Friday, November 7, 2014 (CCSJ)
Coordinator Interviews: Monday November 10th – Tuesday, November 11th (Sign-up in office when you come in to make deposit.)
Day of Formation: Saturday, November 22, 2014 at 9am – 4pm
Spring Service and Justice Trips Participant Information Meeting: Tuesday, November 18th @ 9pm (Harper 3028)
Spring Service and Justice Trips Participant Interviews: Wednesday November 3 – Friday, November 5 (CCSJ)
Spring 2015 Coordinator Meetings: Thursday, January 22 at 9pm – 11pm (Harper 3023) and Thursday, January 29 at 9pm – 11pm (Harper 3023)
Spring Service and Justice Trips General Meetings: Thursday, February 5: 9 – 10:30pm; Thursday, February 19: 9-1030pm; Thursday, February 9-1030pm in Harper Ballroom
Send-Off Service: Thursday, March 5, 9-10pm (St. John’s Church)
Spring Break: Saturday, March 7 – Saturday, March 14, 2014
Spring Break Service and Justice Trips Reunion: Thursday, March 19 at 9pm in Harper Ballroom