Student Leaders – Job Description
Civil Rights Spring Break Trip 2013

**Mission:** To provide Bucknell students the opportunity to explore Memphis, Tennessee, a place of extreme importance during the Civil Rights Movement.

**Our Goal:** As Student Leaders we will help facilitate students’ understanding of the many struggles that made up the Civil Rights Movement by planning the trip itinerary and creating a series of mini-curriculum lessons. We will also seek to foster cooperation, promote a spirit of generosity, and protect the health, safety and welfare of student participants.

**Student Leader duties are as follows:**

1. **Pre-Trip**
   - Attend the September Information Session on Memphis
   - Attend all Steering Committee meetings
   - Co-organize fundraising and pre-trip meetings with MSS Director
   - Coordinate and participate in all committee work and fundraising events
   - Remind participants to attend events and return forms, payment, etc.
     Current deadlines include the following: 10/10: $100 Security deposit due; 11/16/12: Trip payment #1 due; 12/11/12-Trip payment #2 due; Spring ’13 dates forthcoming.
   - Coordinate the content, presenters and logistical details for spring 2013 mini-curriculum sessions
   - Attend all mini-curriculum sessions on scheduled days
   - Lead meetings prior to departure in order to:
     - Help participants get to know one another by organizing pre-trip ice-breakers and events where students can work together.
     - Help to create open communication among all participants
   - Provide information to participants about what to expect during the trip
   - Share photos and stories from previous trips when necessary/requested.
   - Design and provide a packing list for participants and organize packing of materials

2. **Trip – Memphis**
   - Coordinate activities during the trip including: assisting with food shopping, organizing participants pre-departure each morning, assisting with trip directions, leading debriefings, maintaining quiet hours, etc.
   - Be observant of students on the trip; try to ensure emotional and physical well-being.
   - Act responsibly to solve problems that come up on the trip (This may include speaking with students about inappropriate behavior).

3. **Post-Trip**
• Aid in the trip debriefing and assessment process (i.e. distribute and collect surveys).
• Coordinate the completion of evaluation forms from all participants.
• Organize a post-trip campus presentation.
• Organize post-trip archive (i.e. prepare slideshow for 2014 trip, assist with electronic brochure, craft a documentary, provide content to update MSS website).
• If possible, participate in training of future student leaders.