Student Team Leader 2015-2016 Position Description

University of Hawai‘i at Hilo

Campus and Community Service Office

The campus and community service (CCS) office falls under the campus center department which is a part of the division of student affairs at the University of Hawai‘i at Hilo. The mission of the CCS office is an educational approach that fosters civic responsibility through active participation in organized service that meets community needs. Students, Community members, Faculty and Administration/Staff collaborate to create meaningful learning opportunities. Its mission is to promote excellence in service learning by supporting the development of meaningful, active, and hands-on learning experiences that promote academic excellence while serving the community needs.

Qualifications

The CCS office is looking for responsible students who wish to deepen their understanding of service learning and community service. Students must be self-starters and able to complete projects in a timely manner either individually or as part of a larger group. Qualified applicants should have strong inter-personal skills and will represent students of UH Hilo and participants of the CCS office. Please see team descriptions for more detailed information.

Benefits

1. Personal growth and mentoring
2. Leadership training
3. Experience and supervision
4. Decision making for the group
5. Occasional swag

General Responsibilities of BTA Island Team Leader (Volunteer)

As a BTA volunteer team leader, preference will be given to those who have participated in a past BTA trip. A commitment of approximately 2-5 hours per week through the following work (the total amount of student leaders will vary by year contingent on budget and island selection):

1. 2-5 hrs/week: Co-Coordating BTA eco-service learning opportunity for students. This entails:
   a. Maintaining communication and clarifying expectations with our host sites;
   b. Promoting and recruiting student participation;
   c. Assist with tabling;
   d. Assist and execute fundraising opportunities collaborating with the RISO Kokua Huaka‘i
   e. Upkeep a budget
   f. Bi-weekly reports with the CCS coordinator;
2. We are looking to start interviewing for the following positions in April to start in June – March when the BTA trips occur. Please see page 2 for the timeline.
3. If selected through the process, looking at the program yearly budget and successful completion of hours, students may receive a small stipend to assist with the payment of their island trip.

**Timeline of duties and responsibilities**

Beginning April: Applications for BTA Island Team Leader (volunteer) position goes out to past participants.

Ending April: Application for BTA Island Team Leader (volunteer) position opens to all students.

May: Leaders or selected and a small meeting is held. Leaders are told the expectation of the program and Kokua Huaka’i is discussed.

June: Brainstorming on islands and contacts are made. Ideas for fundraising are discussed and planned out.

July: Fundraising ideas are executed or set up for the remainder of the year.

August: Start of school! Week of Welcome and recruitment starts. 1st fundraiser happens during week of welcome.

September: Recruitment continues with applications out for participants to start filling out. Execution of 2nd fundraiser happens with Flow or tabling in the plaza. Setting up the RISO – Kokua Huakai with exec board and members.

October: Recruitment ends and interview process starts.

By Halloween/November 1: Invites for BTA participants are sent out. Execution of 3rd fundraiser.

November: Island placements and team building starts. Confirming with island hosts is made and a week long BTA trip is confirmed. Possibly CSO funding packets to be turned in. Possible execution of 4th fundraiser.

December: Possible execution of 4th fundraiser. First payment of $120.00 will need to be paid before leaving for break. Planning for Ho’olaule’a.

January: Recruitment during week of welcome (if needed). 2nd payment of $120.00 will need to be paid. Execution of 5th fundraiser (Ho’olaule’a).

February: 3rd payment of $120.00 will need to be paid. Execution of 6th fundraiser (chili lunch/silent auction).

March: Outdoor training. Final logistics are discussed. BTA Trips!