

Salve Regina University  
Center for Community Engagement and Service  
Spring Break Service Immersion Leader Responsibilities and Expectations

Spring break service immersion is a 5-day, 4-night community service experience from March 11-March 15, 2022. The purpose of the immersion is to provide students with a challenging and fun opportunity to lead and learn through active experiences. Participants learn the importance of service, social justice and civic engagement through active experiences on Aquidneck Island and beyond. They also meet community needs, identify and build upon community assets, and bring back their experiences to the campus community to share.

**Strong leadership skills, the ability to work well with others, and a commitment to service** are essential characteristics for immersion leaders.

Salve Regina operates under a substance-free policy. No alcohol or illegal drugs of any kind are allowed on the trip, including travel to and from the service site(s). Leaders support of substance-free space is essential for a safe and socially aware experience for all participants.

The selection process includes an application, a resume, as well as a fifteen-minute interview.

These interviews will take place during December. Your interview time will be secured when you submit the Calendly link.

**Leader Requirements/Responsibilities:**

**Before Spring Break Service Immersion**

- Create and participate in leadership and team building activities, 1-hour weekly, during **Jan., Feb. and March 2022.**
- Participate in a mandatory day long training in **early Jan.**
- Coordinate the Selection process of participants during **Jan., Feb. and March 2022.**
- Responsible for communicating with participants from **Jan, Feb, and March 2022.**
- Plan or run meetings/trainings with other facilitators during **Jan. through March 2022.**
- Organize sites, transportation, meals and other accommodations for the trip **Jan. through March 2022.**
- Meet with the Center for Community Engagement and Service on a regular basis.

**During Spring Break Service Immersion**

- Lead participants during the service immersion (**March 11-15, 2022**)
- Assist in coordinating on-site logistics.
- Maintain a record of all expenses.
- Ensure safe travel.
- Enforce university policies while on the trip.
- Facilitate daily reflection on experiences.
- Distribute evaluations on last day.

**After the Spring Break Service Immersion**

- Send thank-you notes to community partner sites.
- Read evaluations and take notes.
- Final wrap-up meeting with leaders and Center for Community Engagement and Service.

**Please note that the above duties as a leader are not limited to those above, other duties may be needed as situations arise.**