



Title: Trek Coordinator, Part Time

Reports to: Trek Manager

FLSA/Hours: Non-Exempt/Part Time (15-20 hours per week)

Schedule: Ability to work weekday, weekend and evenings required

International Travel: Ability to go on 2, two-week Treks per year required

Location: Boston, Detroit, and Stamford

How to Apply: Please send cover letter and resume to: Trekjobs@buildon.org

Overview of the Organization:

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through education and service. buildOn runs intensive community service & service learning programs in 44 high schools across the US. buildOn empowers youth to contribute direct service to their communities – working with senior citizens, the homeless and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination that they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world. buildOn students have contributed more than 1.9 million hours of service in the U.S., and have helped build more than 1,100 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role:

buildOn US Trek is an experience facilitated by buildOn to engage students from urban high schools in the construction of a buildOn school and to immerse in a different culture. Trek is not a vacation, a cultural tour of poverty, a necessary labor for school construction, or an act of charity. Trek is an act of solidarity to live, work and learn together with an international community. In order to achieve this and to differentiate buildOn Trek from harmful “voluntourism” trips, buildOn puts strong emphasis on solidarity through school construction. All Trek participants are expected to **work in solidarity**. This means contributing 3-4 hours on the worksite each day. **In short, Trek is about building a school together.** Trek is intended to challenge volunteers to step away from their daily routines and “walk in the shoes” of the host community members. Volunteers live with host families, eat local foods and participate in all aspects of rural community life. Volunteers are expected to work hard on the construction site to demonstrate their compassion, commitment and belief in access to education for all.

The Trek Coordinator’s primary focus is to support the buildOn Trek for our Service Learning Programs. Trek Coordinators will work closely with Trek Managers and buildOn’s US Program staff to ensure a smooth and empowering preparation process for all students and their families, a powerful in-country Trek experience, and a strong post-Trek experience where students demonstrate the knowledge gained on Trek.

Key Responsibilities:

Student Trek Preparation

- **Recruit:** Work closely with the buildOn US Team to recruit students for Trek. (Recruitment includes attending buildOn meetings, making classrooms presentations, attending large-scale service projects to promote Trek, following up with students and parents to answer questions, etc.)

- **Interview/Selections:** In partnership with buildOn US, travel to buildOn partner schools to interview and select students for Trek.
- **Pre Trek Workshops:** Work closely with Trek Manager to facilitate daylong Saturday Pre Trek Workshops to prepare students for Trek. (Trek Coordinators will take the lead on Pre Trek II which is a service project.)
- **Support to Students and Families:** Help students and their families as they prepare for Trek. This might include troubleshooting paperwork needed to obtain a passport, accompanying them to passport appointments, or helping organize travel medical appointments.

Logistics and Paperwork

- **Logistics:** Organizing transportation, meeting space, and food for Pre and Post Trek events
- **Paperwork:** Assist students in the collection of paperwork and utilize Salesforce to organize and store paperwork

On Trek

- **Travel to Trek Country:** Chaperone students to and from the Trek country
- **Support and Model:** The Trek Coordinator will work closely with the Trek Leader to support the Trek and to be a positive role model for the Trek Team
- **Trek Support:** Work closely with the Trek Leader to provide a life-changing Trek experience for students.
 - **Worksite:** Be a role model on the worksite and push students to go beyond their comfort levels to work hard on the construction of a school. Trek Coordinators are frequently exposed to conditions that include inclement weather, heat and humidity, and exposure to dust.
 - **Physical Demands:** You will lift/push/pull/carry heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
 - **Journaling:** Lead a small group in reflective journaling time
 - **Reflection:** Work closely with Trek Leader and teachers to provide powerful reflection on Trek. Ensure that students are preparing for their post-Trek presentations during journaling and reflection
 - **Home Visits:** Work with translators to visit students in the evening to ensure they are comfortable and interacting with host families
- **Trek Documentation:** Work with the Trek Leader to document the Trek through photos.

Post Trek

- **Trek Presentation:** Using photos taken during Trek and a PowerPoint template, create a presentation for students to demonstrate their Trek service learning experience
- **Support of Students:** Work closely with buildOn US to support students in their Trek presentations. This will include checking in on them one on one to help schedule presentations as well as attending presentations with students to assist them when needed
- **Post Trek Workshop:** Organize and work with buildOn US support staff to facilitate a Post Trek workshop

Key Requirements:

- **Desired:** An alum of buildOn Service Learning or Community Teams. (If not a buildOn alum, a demonstrated commitment to service and/or service learning.)



- MUST be 21 years of age
- An outgoing, creative and self-sufficient individual who is able to work independently and has a proven passion for service
- Experience living or volunteering in the developing world is a plus
- Mentally and physically able to travel to remote regions of the world with limited resources
- Available at least 15 hours per week during business hours and on Saturdays as necessary
- Knowledge and experience in the US-based region and school system
- Committed Individuals with a desire to work in a fast-paced environment
- Access to a computer
- Strong interpersonal skills
- Demonstrated leadership
- Organizational ability to balance and coordinate multiple projects simultaneously
- Strong sense of responsibility
- Proven record of following through on assigned tasks
- Positive role model
- Ability to communicate clearly and effectively
- Sound judgment/decision-making and ability to remain calm in crisis situations
- Fluency in Spanish a plus

buildOn is an equal opportunity employer. For more information about buildOn, please visit: www.buildon.org