

Habitat for Humanity Spring Break Trip Advisor Guidelines

For Habitat for Humanity Alternative Spring Break Trips, a Gustavus staff/faculty trip advisor will go along on the trip and will have the following roles and responsibilities:

- To serve in a socially responsible way (recognizing that the participant is representing not only themselves, but also Habitat for Humanity, the Center for Community-Based Service & Learning, Gustavus Adolphus College, and the State of Minnesota; and that each participant has a responsibility to understand and honor the needs, wishes, and limitations of the community being served).
- To participate in the construction of affordable housing for individuals experiencing poverty
- To engage in all planned activities that one is capable of participating in (reflections, community meal, site seeing, and activities)
- To support team leaders and site coordinator in facilitating reflection and team building activities before and during the trip
- To support the site coordinator in accomplishing their respective responsibilities
- To ensure participant compliance with trip policies and rules
- To ensure the safety of all trip participants
- To handle emergency situations and crisis management
- To arrange for the food for the trip participants (including menu planning, shopping, determining what the needs of the group are daily, etc.)
- To manage the trip budget (food, gas, event costs, transportation costs)
- To communicate regularly and effectively with site coordinator and team leaders
- To communicate with the Assistant Director of CBSL regularly
- To communicate with the Dean on call and/or parents as necessary

Absolutely no use of alcohol, tobacco, and illegal drugs: due to the important role as an emergency contact and to provide a safe, clean environment for all concerned, Trip Advisors must agree not to consume alcohol, tobacco or illegal drugs.

Medication: Medications that impair driving may not be consumed while operating a motor vehicle.

Trip Advisor Selection Process

The opportunity to be a Trip Advisor will be advertised to Gustavus staff and faculty. This is an exceptional opportunity for Gustavus staff and faculty to grow in community service learning and professional development.

Applications will be available online and must be submitted by the deadline, around November 10. CBSL staff and Habitat board representatives will review the applications and select the individuals who meet the selection criteria. CBSL/Habitat will interview the candidates, select the Trip Advisors and rank the remaining candidates as potential replacements.

Trip Advisor Selection Criteria

Required:

- Must be a Gustavus employee who is in good standing with the College
- Both exempt and non-exempt staff are eligible to apply with approval from supervisor and/or Department Chair
- Must hold a valid driver's license and be willing and able to drive a 10-passenger van
- Must have a clear driving record, free of misdemeanors within the past three years
- Must pass a background check

Preferred:

- Current or previous experience in a position that involves regular interaction with students (i.e. a supervisor of student employees, coach, professor, advisor, chaplain, counselor, or any other position that involves regular and frequent positive interaction with college students)
- Education, professional experience or training in a related field: student affairs, education, psychology, social services, sociology, nursing, political science, housing construction, electrical, plumbing, heating and cooling
- Training in emergency procedures (i.e. first aid, first responder, mental health responder, etc.)

Trip Advisor Expected Outcomes

- Understand the mission of Habitat for Humanity
- Develop understanding of construction tools and practices, and learn how to maintain a safe working environment for self and others
- Be able to explain to others how affordable housing supplied by Habitat affects families in poverty
- Experience and reflect upon characteristics of the culture, needs, and assets of the community being served
- Be able to evaluate one's role as a member of society and personal ethics as they relate to social responsibility
- Understand the importance of reflection and how it applies to community-based service

Required Policies and Procedures

- Trip Advisors must have (or will procure before departure) an up-to-date certificate for operating a 10-passenger van through the College's motor pool
- Trip Advisor will follow all applicable travel laws, including speed limits, and will **not** use a cell-phone or similar device while operating a motor vehicle
- Trip Advisors must have completed the College's Title IX training and pass a current background check as verified by Human Resources
- Trip Advisors must adhere to all College policies and exercise conservative decision making skills throughout the trip
- Trip Advisor must have time off approved by supervisor and/or Department Chair
- Trip Advisor will have a pre-trip and post-trip meeting with the CBSL Staff Advisor
- Attend all pre-departure orientation and/or program preparation sessions
- Sign the CBSL Trip Advisor Agreement and submit to the CBSL prior to departure (see appendix).
- Trip Advisor is eligible for one travel chaperone experience that is outside of their regular job duties per academic and calendar year
- A Trip Advisor is considered a volunteer. However, to thank Trip Advisors for their time commitment, Gustavus Adolphus College will provide a stipend equivalent to employee's **normal daily wage** and to the number of **business** days (Monday – Friday) on the trip.
- As an employee of Gustavus, the Trip Advisor will:
 - Not lose or use vacation time for duration of trip
 - Be reimbursed for basic travel expenses as per College policy and guidelines
 - Any purchases outside of these policies are based on the discretion of the employee and not eligible for reimbursement