Thank you for your interest in advising a Take a Break (TaB) Alternative Spring Break experience.

The TaB program provides a significant student leadership opportunity and a chance to create a rewarding, memorable, and valuable learning experience for all involved. Advising a TaB experience, in collaboration with a co-advisor, takes a significant amount of time throughout the academic year, so please carefully consider your availability and commitment. The information below outlines the Trip Advisor’s role and selection criteria.

About Take a Break

The TaB alternative spring break program is one of the largest community service initiatives at Willamette. Since 2000, the program has served a key role in raising student interest, awareness, and action in addressing the complex issues facing our society. The TaB community, in opportunities created by the Fundraising Coordinator, raises the majority of the costs. As a trip advisor you will be expected to participate in trip meetings, support the trip facilitators, and participate fully in the spring break trip.

Program Mission. The TaB program exposes students to complex social and cultural issues through direct service, experiential learning, group discussion, and individual reflection. The vision is to transform students into advocates of social change on issues affecting our communities. The core mission of the TaB program is CJSS: Community, Justice, Service, and Simplicity.

Responsibilities and Expectations

As a trip advisor, you will be responsible for mentoring trip leaders as they facilitate pre-trip community meetings, lead discussions on group directed reading, and coordinate all aspects of the spring break trip. Below are the key responsibilities of the position.

- Attend the two mandatory TaB Advisor trainings
- Attend community meetings and service opportunities.
- Be accessible to trip leaders to provide mentorship and facilitate leadership development.
- Communicate and collaborate effectively with trip leaders and program coordinators.
- Communicate and collaborate effectively with community organization representatives.
- Serve as treasurer for the trip collecting receipts and tracking cash expenditures.
- Serve as a driver. Must be eligible to drive a 15-passenger van.
- Be first-aid/CPR certified (training will be provided).
- Participate in all activities, committees, and readings.
- Be prepared to facilitate conflict resolution strategies.
- Be prepared to help participants process issues encountered.
- Be prepared to help trip leaders manage stress, logistics, conflict, exhaustion, and crisis.
- Be prepared to share your thoughts and experiences with participants.
- Complete appropriate follow-up activities, evaluations, and program documentation with participants and TaB Program Coordinators.
- Uphold the mission, values, and policies of the TaB program.
Desired skills and qualifications

- Commitment to service
- Experience and/or knowledge of proposed topic/issue
- Vision for group directed reading and trip experience
- Strong organizational, communication, and interpersonal skills
- Experience working with student lead groups; advising, facilitating, or mentoring
- Ability to make time commitment to program

To apply

Each applicant must submit a Letter of Interest which includes the following information: (1) relevant experience mentoring students, providing service, and applicable skills (carpentry, Spanish language, building community partnerships, sustainability, etc.); (2) your availability to take on the time commitment of participating in weekly meetings leading up to the service immersion trip, occasional meetings with the Take a Break Program Advisor, and full participation in the actual trip; and (3) the trips you are interested in advising and why.

Each applicant must also submit an Alternative Break Supervisory Approval Form which indicates a supervisor’s permission for the employee to serve as a Take a Break Trip Advisor.

Letters of Interest and Supervisory Approval Forms should be emailed to Amy Green at ahixson@willamette.edu.

If you have questions or need any assistance in preparing your application materials, please contact the TaB Program Advisor, Amy Green (ahixson@willamette.edu), or stop by the CSL office. TaB Coordinators and past trip advisors are also available to answer questions and to share their perspective about the TaB experience.