

Gamma Phi Getaway Trip Leader

Supervisor: Alumnae Engagement Manager

Department: Alumnae Engagement

Date Created or Revised: September 2024

Purpose

Gamma Phi Beta Getaway brings sisters together on memorable international travel opportunities that promote our members' education and cultural interests. The trip leader is a volunteer role open to Gamma Phi Beta alumnae members. Trip leaders will support the member experience by promoting trips and providing support to travelers before, during and after a trip. This position works under the direction of the alumnae engagement manager and in coordination with the Gamma Phi Getaway travel partner EF Go Ahead. The current trip dates and details can be found at

GammaPhiBeta.org/Alumnae/Gamma-Phi-Getaway.

Responsibilities

- General
 - Serve as an exemplary leader for Gamma Phi Beta and help support a positive travel experience for members before, during and after travel.
 - Support the specific Gamma Phi Beta Getaway trip that the trip leader is selected for.
 - Respond to all communications in a timely and responsible manner.
 - Follow guidance in any trip specific operating plans, as provided by the alumnae engagement manager or EF Go Ahead.
- Before Trip
 - Promote trip through spreading program awareness to include discussing the opportunity with Gamma Phi Beta networks and actively participating in the EF Go Ahead hosted information meeting.
 - Actively engage with registered members before trip departure through an online community to build rapport among attendees.
 - Communicate regularly with registrants to provide support, reminders or general excitement for the trip.
 - Help answer member's questions; field inquiries to the alumnae engagement manager or EF Go Ahead for resolution, as necessary.
- During Trip
 - Connect with travelers daily to support an enjoyable and sisterly experience for members.
 - Collect quality content such as photos, videos and testimonies that can be used on various Gamma Phi Beta platforms including, but not limited to social media, website and print.
 - Observe traveler dynamics and then seek to facilitate an enjoyable experience for travelers which could include actions from offering to take pictures to facilitating dialogue and camaraderie among travelers at meals.
 - Responsible for contacting the local trip company coordinator and keeping them informed of issues or challenges encountered during the trip.
 - If an emergency arises, notify and communicate with local emergency authorities, EF Go Ahead and local trip company coordinators.



- Post Trip
 - Communicate with all travelers post-trip through individualized/personalized outreach.
 - Submit all digital content for use in future marketing of the program and encourage trip attendees to submit their content as well.
 - Complete post-trip reporting and administrative tasks as requested by the alumnae engagement manager.

Disclosures

Members interested in the trip leader role should thoroughly review all trip details and information provided by EF Go Ahead regarding mobility and accessibility. If you identify an area(s) of the trip in which you cannot participate due to an accessibility or mobility issue, you are encouraged to consider how this will impact your travel experience and ability to serve as a trip leader prior to applying for this role. An overview from the trip FAQ of what to expect on the trip is provided below:

- On this guided tour, you'll walk for at least 1.5 hours daily across moderately uneven terrain, including paved roads and cobblestone streets with some hills and stairs.
- Travelers should be healthy enough to participate in all included walks without assistance. Adding optional excursions may increase the total amount of walking on your tour.
- You should feel comfortable managing your own baggage at times as well as getting in and out of trains.
- Go Ahead Tours and the tour director accompanying your group are unable to provide special, individual mobility assistance to travelers on tour. The tour director's main responsibility is to ensure the group enjoys a relaxing and informative journey, and they cannot be relied upon to provide ongoing, individualized assistance to any one traveler.
- If you have any mobility concerns or physical restrictions, please contact the EF Go Ahead customer experience team at 617.202.2420.

Expectations

- The expected time commitment for the volunteer in this role:
 - Pre-Trip: One to three hours per week on average leading up to the trip.
 - During Trip: Volunteers are expected to travel for the entirety of the trip they are selected for, which lasts approximately eight to 10 days.
 - Post-Trip: Approximately one to three hours per week for up to a month following trip return, until all post-trip administrative and reporting components are complete.
- Alumnae member of Gamma Phi Beta.
- Complete basic Fidelity volunteer modules and other required training.
- Respond to all communication within 72 hours.
- Volunteers in this role will be required to accompany attendees on all phases of the trip.
- Possess a valid, unexpired United States or Canadian passport.
- Able to travel to country or countries listed on the trip itinerary.
- Complies with all host country laws.
- Be in good standing by paying annual international alumnae dues or being a Life Loyal member.
- Volunteers in this position will have the tours package expenses covered that are listed under the tour package details on the Gamma Phi Getaway 2025 page.
- Any remaining trip expenses are the responsibility of the trip leader and include but not limited to:



- Round trip airfare/transportation costs to and from the trip's starting and ending points, which can be secured either through EF Tours' airfare package at time of booking or purchased independently.
- Meals and food costs are not listed in the tour package.
- Personal spending money.
- Additional excursions or activities outside of those listed on the official trip itinerary.

Preferred Competencies and Experiences

- Effective, clear and timely written and verbal communication.
- Demonstrates confidence in ability to use creative skills to collect trip content for future promotional and marketing efforts.
- Excellent interpersonal and relationship-building skills.
- Self-awareness of strengths, challenges and motivation for volunteering.
- Ability to adapt and respond to unexpected changes or circumstances while traveling internationally.