Alternative Breaks Committee Director

The WUD Alternative Breaks (Alt Breaks or AB) program provides UW-Madison students with opportunities to work with the contemporary issues affecting American society, allowing students the chance to develop and plan a service learning trip specific to an issue; to learn about that issue; and then volunteer in culturally and geographically diverse communities across the United States. The trips planned by the committee bring students together to work side by side with their peers and members of the communities they visit in strong, direct service.

Through the use of education, service, and reflection the Alternative Breaks Committee strives to create active citizens that expose pressing social justice issues to the campus community while supporting self-awareness, thoughtful dialogue, and the development of others. In pursuit of this goal, the committee follows the model of Break Away, a national organization focused on alternative breaks. The model’s components include emphasizing diversity and social justice, education, orientation, and training in advance, strong direct service, full engagement, and reflection during the trip and reorientation and continued reflection upon return. The Director facilitates all aspects of this mission: committee organization, trip planning, participant orientations, budgeting, post trip programs, and campus/local programming. This position works in partnership with a program advisor.

Director Duties:

- Chair weekly meetings of the AB Committee and the AB leadership team, attend necessary weekly meetings including meeting with the AB advisor, hold general office hours (typically 10 hours per week) to make yourself available as a resource to committee members, and participate in cooperative WUD Projects and Activities.
- Responsible for the oversight, direction, development, content, and all administrative aspects of the alternative breaks program, including individual trip budgets and the overall committee budget.
- Develop, working with the AB advisor, an understanding of the AB program and its procedures. Familiarize yourself with the resources, policies, and risk management policies of AB, the Wisconsin Union, and UW-Madison.
- Recruit, select, and train Associate Directors for your term of office.
- Educate committee members to ensure responsible programming. Acquaint committee members
with resources and encourage them to utilize these materials in order to strengthen the alternative break program and ensure continued development of the committee.

- Work with the AB leadership team, committee, and advisor to assess and establish goals, processes and procedures for the committee and overall AB program.
- Continue development of trip Site Leader program. Building up the selection, training, and assessment processes.
- Foster growth and development of Assistant Directors and committee members, which includes pursing trainings, workshops, and others opportunities for personal and leadership development.
- Directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.
- Facilitate the trip application process and serve as the primary contact for trip applicants.
- Oversee marketing and branding efforts for the committee and all AB sponsored trips and programs to ensure AB is adequately promoting all programs. Work with the Wisconsin Union’s Marketing Department and the Vice President of External Relations to promote trips, campus/local programming, and the committee.
- Work with committee leadership, trip planners, and site leaders to develop and implement educational programming and orientations before and after the alternative break trips to supplement the volunteer experience.
- Work with AB advisor, leadership team, and committee members to facilitate the involvement historically underrepresented student populations in this program.
- Work to ensure the trips are financially accessible to students, particularly through the intentional use of available endowment funds.
- Continue to review and assess best practices for alternative breaks programming, including exploration of opportunities outside of the university either through conferences or training programs.
- Be on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active.
- During summer, attend a weeklong alternative breaks development seminar and work with the AB advisor to finalize recruitment plans for the upcoming semester.

**Responsibilities to Directorate:**

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the Alternative Breaks Director transition materials as a
mechanism for passing information to the incoming director that is relevant to the long-term policies, procedures, and mission of the Alternative Breaks Committee. Ensure that all digital materials are stored on the Union’s shared drive.

Term of Office May - May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

• Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
• $50/month - Wiscard Amount (8 months)
• Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12/6/19