2018-19 Associate Director of Education & Orientation

The Wisconsin Union Directorate Alternative Breaks Committee is built on the principle of service-learning. Students embark on life-changing experiences of teamwork, high-impact education, and powerful volunteerism throughout the United States on our student planned trips. The purpose of the Alternative Breaks Committee is to create events and trips centered around issues that students are interested in spreading awareness about. Through participation in the committee, students develop professional skills, explore relevant social and environmental issues, learn project management and network on and off campus. This position works with the Director of AB, two other Associate Directors, and the AB Advisor.

The AD of Education & Orientation focuses on implementing service-learning into trip participant preparation. This position is in charge of organizing, structuring, and scheduling orientations along with developing leadership programming. Strong applicants will display effective public speaking, organizational, facilitation, and communication skills. No previous experience with Alternative Breaks is necessary to fill this position.

**Education & Orientation Duties**

- Work with AB director, trip planners, and leadership team to implement educational and logistical orientations for trip participants (2-3 per semester)
- Create timeline and calendar with AB director for orientations
- Develop orientations that develop social ties within the trip groups, prepare the teams for trip logistics, and incorporate social, political, and/or environmental justice issues trip participants may encounter through their trip experiences
- Work with AB director to ensure all trip participants complete forms and payments
- Meet with trip participants who are unable to attend orientations
- Implement a post trip gathering aimed to foster continued connections between trip participants and the AB committee as well as continued service on campus
- Work with AB director to develop educational and leadership programs for site leaders
- Assist in the application and selection process for trip participants

**General Duties**

- Anticipated time commitment of 10 hours per week during academic year, including meetings
- Attend weekly Alt Breaks Committee meetings (Tuesday 6p-7p) and weekly AD Meetings (TBD upon selection of leadership team); meet with Alt Breaks Advisor twice per semester.
- Attend Wisconsin Union Directorate (WUD) trainings, including Fall AD Training on Aug 30
- Promote DLS at Sunburst Festival (Sep 1), Sunset Slam (Sep 2), the student org fairs (Fall-Sep 12 & 13, Spring-TBD), and other recruitment opportunities
- Work with AB team to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs
- Work with AB team to create and facilitate trips and events, educating the committee on responsible program planning, promotion, and implementation
- 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
- Assist in running AB committee meetings, organizing programs, and other committee functions

**Position Term**

May 1, 2018 – April 30, 2019

*Involvement from May 1 – August 1 can be optional

**Remuneration**

$30/month on WisCard (8 months)