2018-19 Associate Director of Trip Development

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 Trip Development focuses on developing trips with students each semester. This position is in charge of directly communicating with committee members to facilitate organized, efficient trip planning along with heading the application and selection process for trips. Strong applicants will display exceptional organizational, communication, and team skills. No previous experience with Alternative Breaks is necessary to fill this position.

Trip Development Duties
- Work with committee members to develop trips (4-7 per semester)
- Develop a trip planning calendar with the AB director
- Communicate trip planning rules and logistics to committee members in a clear manner
- Communicate directly with committee members to make sure they are staying within the trip planning calendar deadlines and update leadership team on trip planning progress
- Ensure committee members are following correct guidelines and processes for planning trips
- Work with the AB advisor to finalize trip budgets and reservations
- Maintain a clear line of communication between AB and the trip community partners
- Work with AD of Education/Orientation, trip planners, and AB director to make sure trip participants are aware of the service goals of the trips
- Head 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)