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.

The Alternative Breaks Committee uses its trips and other experiences to promote the cultivation of a life of service and active citizenship in its participants, rather than brief, periodic episodes of service. 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, and post trip programs. This position works in partnership with a program advisor.

Additionally, there are commitments during summer, winter, and spring break. The summer commitment includes finalizing plans for winter break trips and attending a weeklong alternative breaks development seminar. The winter and spring break commitments primarily involve being on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active.

**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. Actively search for ways to help
better the leadership skills of Associate Directors.

- 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 and future support for AB.

- Work with the AB leadership team, committee, and advisor to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.

- Continue development of trip Site Leader program. Building up the selection, training, and assessment processes.

- Facilitate and encourage committee involvement in all aspects of alternative breaks programming, including trip planning, special events, and educational programming.

- Foster growth and development of committee members, which includes pursuing leadership trainings, social justice workshops, and other special opportunities for the committee to grow and develop as a whole.

- Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.

- Build a sense of community within AB, 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.

- Assess and evaluate the processes of the committee and individual events.

- Collaborate with members of the committee leadership team to coordinate and implement their respective duties for WUD AB.

- 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 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 of non-driving International students, students with disabilities, and other historically underrepresented student populations in this program.

- Continue implementation of all program recommendations from the Union Council Alternative Breaks Study Subcommittee, including implementing multiple orientations, reworking the trip scholarship process, and redeveloping aspects of the trip application

- 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.
• Work with the AB advisor and committee leadership to review and evaluate the costs of alternative break trips and consider ways to make the experiences more financially accessible to students. Including the use of the Charles F. Meissner Alternative Breaks Scholarship Fund.

• Be on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active during Winter Break and Spring Break.

• During summer, attend a weeklong alternative breaks development seminar and work with the AB advisor to finalize plans for the upcoming winter break trips.

• Cultivate new and maintain existing relationships on campus entities like the Morgridge center, other student organizations, and other service travel groups.

**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 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:** 11/12/18