Madison College
Volunteer Center – Alternative Breaks Coordinator

Position: Alternative Breaks Coordinator

Organization: Madison College Volunteer Center

Advisor: Jennifer Edens
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(608) 616-3486

Hours: 5-8 Office Hours per week Attendance at Weekly & Monthly Volunteer Center Meetings
& Activities may occasionally exceed due to volunteer hours

Stipend: $400 each semester

Position Description:
The Alternative Breaks Coordinator works with the Volunteer Center Board of Directors and student volunteers to assist in the coordination of Alternative Break trips for Madison College students. The Alternative Breaks Director serves as a lead contact to organizations outside of the Madison community whose purposes are to serve as the site of Alternative Break trips. The Alternative Breaks Director arranges travel and lodging for Alternative Break trips. Additionally, the Alternative Breaks Director provides leadership to fundraising activities for purposes of funding the Alternative Break trips. This position may be best suited for a person that is interested in developing his/her skills in planning, communication, organization, fundraising, coordination and leadership skills.

Responsibilities:

- Serve as lead for one event each semester and support and participate in other events as well.
- Recruit students for Alternative Break trip at the beginning of each semester.
- Liaison between the Volunteer Center and the Alternative Breaks Program Advisor
  - Meet with the Alternative Breaks Advisor weekly
  - Report to the Volunteer Center Board
  - Help plan and coordinate the service trips, lodging, travel, food, etc.
  - Organize and coordinate materials and supplies for the service trips
  - Gather required medical forms, personal information, and emergency contacts from participants
  - Help with fundraising activities for participants
  - Help with team building among the group

Requirements for the above position include:

- Be a Madison College student in good standing (2.0 + GPA) taking at least six credits per semester
- Maintain a minimum of 5 hours per week M-F in the Volunteer Center office at either the Truax Campus (room 140) or the Downtown Education Center (room D125) between the hours of 8:00 AM – 6:00 PM
- Attend weekly one-on-one meetings with the Alternative Breaks Advisor
- Be supportive of Volunteer Center events through attendance and recruitment
- Attend committee meetings, training, retreats and workshops as deemed appropriate by the Advisor or Board of Directors
- Maintain and promote a positive professional image on campus
- Commits to follow-through of assigned Volunteer Center activities and obligations

Expected Learning Outcomes:
The Alternative Breaks Director will gain experience and enhancement of the following Madison College Core Abilities through participation on the Volunteer Center Board of Directors: communication, mathematics, science & technology, global and cultural perspectives, self-management, social interaction and critical thinking. The Alternative Breaks Director will gain enhanced skills in professional responsibility, time management and delegation skills, interpersonal interactions, public speaking, meeting facilitation and technology awareness.

Application Process:
To be considered for this position, please complete a Student Organization Application at http://madisoncollege.edu/Volunteer-Center-Interest-Form. Upon completion of an application, you may be contacted regarding the submission of additional materials such as a resume, cover letter and references. You may be asked to participate in an interview process.