

# CAMP & VOLUNTEERS FIELD LEADERS



## 1. About Field Leaders

ARCHELON is seeking a limited number of experienced and skilled volunteers to become Field Leaders for our projects in the summer of 2024. Field Leaders are responsible for leading the teams and ensuring the proper on-site implementation of sea turtle monitoring actions (Monitoring Field leaders), public awareness actions (Public Awareness Field Leaders) and the good state of ARCHELON's Research Stations (Camp and Volunteers Field Leaders). Collaboration between the Field Leaders is essential for the smooth operation of each project. Together they formulate the weekly schedule (rota), boost the motivation of volunteers and manage occurring problems in collaboration with the Project Managers for the specific site.

This document describes the Camp and Volunteers Field Leader (CVFL) role. To be eligible, you need to be over 20 years old, with a car driving license, fluent in English and ready to spend from 4 – 6 months on site, depending on the project. Having participated in ARCHELON's projects counts as a serious advantage. More specifics on skill/ experience requirements for CVFLs are shown in paragraph 4.

## CVFL Posts for 2024: Project location & time periods (months)

1	<a href="#">ZAKYNTHOS</a>	MAY - OCT
2	<a href="#">PELOPONNESE - KYPARISSIA</a>	MAY - OCT
3	<a href="#">PELOPONNESE - LAKONIKOS BAY</a>	MAY - SEP
4	<a href="#">PELOPONNESE - KORONI</a>	JUN - SEP
5	<a href="#">CRETE - RETHYMNO</a>	MAY - OCT
6	<a href="#">CRETE - CHANIA</a>	MAY - SEP
7	<a href="#">CRETE - MESSARA BAY</a>	JUN - SEP

## 2. Background info

ARCHELON, the Sea Turtle Protection Society of Greece, runs field based conservation projects in all the main sea turtle nesting beaches, as well as in foraging areas, in Greece. We also operate a Sea Turtle Rescue Centre near Athens all year round, for the rehabilitation of sick and injured turtles.

ARCHELON's activities on the nesting beaches are carried out by approximately 500 volunteers from many countries of the world. The number of volunteers in each Research Station (campsite) is different, always depending on the project and the time of year.

## 3. The Camp and Volunteers leader (CVFL)

The Camp and Volunteers Field Leader (CVFL) manages/assists in all the activities concerning the Research Station (campsite) where the team of the project is based, by ensuring the best possible living conditions for the team of volunteers. They are supervised by the Project Manager. The duties are described below in more detail.

### 3.1. Managing communal life on the campsite

- Organizing food supplies and shopping, food expenses schedule for cooking, ensure there is cooking equipment, storage spaces for provisions, recipe book and that nutritional standards are kept, etc.
- Ensuring the daily cleaning and maintenance of common spaces, toilets, showers, the sanitation of the campsite, the safety and general organization and order within the campsite
- Taking charge of the proper setting up and closing down of the campsite, maintenance and storage of the camp equipment
- Ensuring the implementation of the required self-isolation measures for any possible COVID-19 cases

### 3.2. Volunteer management

- Receiving the volunteer list, provided weekly by the Head Office
- Updating the weekly schedule (rota) with new arrivals, days off and departures
- Ensuring that all volunteers are properly registered and inducted on the campsite operations
- Supervising campsite operation and supporting the motivation of volunteers
- Checking for any individual needs and medical considerations of each volunteer

- Being available to volunteers for discussions, always allowing them to express complains, needs, issues, ideas etc.
- Taking charge of the group/visitor training
- Organizing team building events/meetings/workshops for all project participants
- Conveying ARCHELON's vision and mission to the volunteers

### 3.3. Responsibilities for cars and camp equipment

- Checking and maintenance of cars (weekly car checks, arranging weekly cleaning shifts, checking cars papers, updating the car log books, checking the drivers for their ability to drive responsibly and safely)
- Checking and maintaining the state of camp equipment (tables, chairs, gas stoves, electrical wires, showers, toilets etc.)
- Checking and updating the campsite equipment inventory list in the beginning and the end of the project

### 3.4. Handing in a report

CVFLs must submit a short report on their duties to the Project Manager within the given deadlines.

### 3.5. Participation in the weekly schedule (rota)

CVFLs will participate in basecamp tasks, as well as public awareness and monitoring activities, provided that their own responsibilities are met for that week/day.

### 3.6 Free time

The duties of CVFLs, as well as those of all Field Leaders, take up a big part of each day, but there should be enough time for rest and enjoyment of the pleasant surroundings. For every week of participation in the project, CVFLs will have a day off the campsite.

## 4. Eligibility and other Requirements

Minimum eligibility criteria:

1. Age over 20 years old, with health insurance
2. Holder of a Valid EU/International car driving license
3. Fluent in English
4. Basic computer skills in Microsoft Office

5. Participation in sea turtles' conservation field projects for 3 months at minimum, experience in living outdoors and in multinational groups, in keeping sanitation and safety standards, in managing food supplies etc.
6. Ability to work both independently and as part of a team
7. Hardworking, reliable, organizational person who can perform in a demanding schedule and can adapt to changes
8. Sociable, enthusiastic, committed, supportive, good tempered with good communication skills
9. Good physical condition and endurance of hot weather

Other desired competences/ experience:

- Education / training related to the duties described above, such as (indicative list): Organizational management, Supply chain management, Business administration, Food and beverages management, Food and nutrition, Logistics management, Catering management, Coaching, Human Resource management, Group Management etc.
- Previous participation in ARCHELON's projects
- First Aid certification
- Good in manual work-handy with tools (e.g. carpentry, decorating, mechanical skills)
- Fluent Greek speaker

## 5. Benefits/Costs

- You will be part of an international team with the mission to record and protect all nests and hatchlings of an endangered marine species, the loggerhead sea turtle, in the project area
- You will receive the necessary guidance and training on the CVFL duties which are based on the continuously evolving practices of a project run for over 35 years now
- You will get hands-on experience in human resource management, especially of a group of conservation volunteers
- You will learn by living in a multi-ethnic group and by trying to meet their expectations as a leader
- You will experience the running of logistics and food supplies of a field station in Greece
- For internships, ARCHELON will provide a certificate according to the internship agreement with your University/ organization
- ARCHELON will provide accommodation and food within the communal scheme in the campsite, as well as private insurance coverage for accidents up to a certain ceiling

- Candidates with previous experience as field leaders in ARCHELON's or other relevant projects may be eligible for additional benefits.

*If you are entitled to a paid internship by your Educational Institution other terms may apply. Contact [jobs@archelon.gr](mailto:jobs@archelon.gr) for more information.*

*The ARCHELON Research Stations are located within well-organised campsites. Field Leaders stay in the campsite with the rest of the volunteers, in their own tents and use the communal facilities (WC, showers, cooking stove and utensils, dining spaces, resting areas). Travel expenses to Greece and to the project site are not provided by ARCHELON and must be covered by the Field Leaders.*

## **6. Introductory information sessions**

Online introductory sessions will be organized for the selected Field Leaders at the end of April/beginning of May, their exact dates and times will be communicated in due time.

## **7. Specific training events**

A seminar for Field Leaders is expected to happen at the Rescue Centre in Glyfada before the start of the beach projects. Other training events for Field Leaders might be organized during the nesting season by the Project Managers, depending on the needs of each project. These will be announced within the season and in case there is a need for extra accommodation and transportation within Greece, these will be provided by ARCHELON.

## **Further contact and application info**

If interested, please send an email to [jobs@archelon.gr](mailto:jobs@archelon.gr) with the following:

- Application form
- Short Curriculum Vitae (400-900 words)

*Submissions of applications and short CV's are accepted until all positions are filled up. Early applications have more possibilities to be successful as the places are limited. Short interviews with candidates may be organized online in an informal manner.*

