

# CAMP & VOLUNTEERS FIELD LEADERS



ARCHELON, the Sea Turtle Protection Society of Greece, runs 9 Sea Turtle Conservation Projects in Greece; 7 in the main sea turtle nesting beaches, 1 in a key foraging area (Amvrakikos) and 1 Sea Turtle Rescue Centre for the rehabilitation of sick and injured turtles. Every year, approximately 500 volunteers from around the world join ARCHELON's mission. The number of volunteers in each Project varies depending on the Project and the time of year.

ARCHELON is seeking a limited number of experienced and skilled volunteers to become Field Leaders for the 7 Sea Turtle Conservation Projects at the nesting beaches this summer. Field leaders are responsible for leading the volunteers in the Projects. Collaboration between the Field Leaders is essential for the smooth operation of each Project. Each project recruits a different number of Field Leaders and assigns responsibilities depending on the expected workload in different activities specific to the area. Field Leaders' duties include but are not limited to:

- General volunteer wellbeing
- Creating weekly schedules
- Volunteer training and motivation
- Handling scientific and/or financial data (MS Excel)
- Active cooperation with other on-site members and the Project Manager

## Field Leader Categories

1. **Monitoring and Protection Field Leaders:** leading our on-site teams in implementing sea turtle nest monitoring and protection.
2. **Public Awareness Field Leaders:** leading our on-site teams in raising public awareness and fundraising activities.
3. **Camp and Volunteers Field Leaders:** maintaining the good state of ARCHELON's Research Stations.

## Projects

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

## Camp and Volunteers Field 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 and they are supervised by their respective Project Managers.

### Tasks

#### 1. Communal life on the campsite

- **Food Supply:** Organize food supplies and shopping, including a schedule for food expenses and cooking
- **Cooking:** Ensure the maintenance of cooking equipment, storage spaces for provisions, recipe book, and the upkeeping of nutritionalthe daily standards
- **Sanitation:** Oversee the daily cleaning and maintenance of common spaces (e.g. toilets, showers), ensuring sanitation and safety within the campsite
- **Operations:** Manage the proper setting up and closing of the campsite, including maintenance and storage of all equipment

#### 2. Volunteers

- **Volunteer Coordination:** Receive weekly volunteer lists from the Head Office
- **Schedules:** Update the weekly schedule (rota) with new arrivals, days off and departures
- **Registrations:** Ensure that all volunteers are properly registered and inducted on the campsite operations
- **Operations:** Supervise campsite operations and support the motivation of volunteers
- **Individual needs:** Check for any individual needs and medical considerations of each volunteer

- **Communication:** Be available to volunteers for discussions, allowing them to express complaints, needs, issues, ideas etc.
- **Team-Building:** Organize team-building events/meetings/workshops for all project participants
- **Mission:** Convey ARCHELON's vision and mission to the volunteers

### 3. Cars and Camp Equipment

- **Vehicles:** Inspect and maintain 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)
- **Camp equipment:** Check and maintain the state of camp equipment (tables, chairs, gas stoves, electrical wires, showers, toilets etc.)
- **Inventory:** Check and update the campsite equipment inventory list

### 4. Report

Submit a short report on their tasks to the Project Manager within given deadlines.

### 5. Weekly schedule (rota)

Create weekly schedules (rotas) for the volunteers in collaboration with the other Field Leaders.

### 6. Other shifts

Participate in monitoring and public awareness activities, provided that their primary responsibilities are met for the week/day.

## Free time

MPFLS are given one day off-site for each week of their participation.

## Eligibility and other Requirements

Minimum eligibility criteria:

- Age over 20 years old
- With valid health insurance
- With valid EU/International driving license
- Fluent in English
- Basic computer skills in MS Office
- Ability to work both independently and as part of a team
- Good physical condition and endurance in hot weather

- Sociable, enthusiastic, committed, supportive, good tempered with good communication skills
- Hardworking, reliable, organized person who can perform in a demanding schedule and can adapt to changes
- 3–6 month availability
- Outdoor living experience

Other desired competences/ experience:

- Education / training related to the duties described above, such as Organizational Management, Supply Chain Management, Business Administration, Food and Beverages management, Food and Nutrition, Logistics, Catering, Coaching, Human Resources, Team Building, 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

## **Benefits**

- Join an international team with a mission to record and protect loggerhead sea turtle nests and hatchlings
- Receive the necessary guidance and training on the Field Leader duties based on 35+ years of experience
- Enhance your leadership skills and live in a multi-ethnic group
- Gain hands-on experience in running a sea turtle conservation project in Greece

ARCHELON provides

- private insurance coverage for accidents up to a certain ceiling
- accommodation and food through communal living in our campsites
- a space for your own tent
- access to communal facilities (WC, showers, cooking stove and utensils)
- (for internships) certification according to the internship agreements with your University/Organization

*Candidates with previous experience as Field Leaders in ARCHELON or other relevant projects may be eligible for additional benefits.*

*Travel expenses to Greece are not covered by ARCHELON and must be covered by the Field Leaders. Travel expenses to the project sites within Greece must also be covered by the Field Leaders, with the notable exception of participation in introductory information sessions and training events organized by ARCHELON (see below).*

*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.*

## **Introductory sessions & training events**

- **Online introductory sessions** are organized for the selected Field Leaders at the end of April/beginning of May.
- **The Field Leader Training Seminar** takes place at the Rescue Centre (near Athens) 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. In case there is a need for extra accommodation and transportation within Greece, these will be provided by ARCHELON.

## **Evaluation**

- An **Evaluation Questionnaire** for Field Leaders is issued after the conclusion of the Projects to get feedback on their experience.
- The **Presentation of ARCHELON Project Results** takes place every spring online and Field Leaders are invited to participate in the discussions.

## **Application**

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.*

