

PUBLIC AWARENESS 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 Public Awareness Field Leader (PAFL) 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 the site, depending on the project. Having participated in ARCHELON's projects counts as a great advantage. More specifics on skill/experience requirements for PAFLs are shown in paragraph 4.

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

1	ZAKYNTHOS	MAY - OCT
2	PELOPONNESE - KYPARISSIA	MAY - OCT
3	PELOPONNESE - LAKONIKOS BAY	MAY - SEP
4	CRETE - RETHYMNO	MAY - OCT
5	CRETE - CHANIA	MAY - SEP
6	CRETE - MESSARA BAY	JUN - SEP

The number of PAFLs and the distribution of their tasks differs in each project, depending on the number and the experience of participants as well as the size and the

characteristics of the sites. The projects of Zakynthos, Kyparissia, Rethymno are more likely to have two PAFLs each, while Chania, Messara and Lakonikos are more likely to have one PAFL each.

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 Public Awareness Field Leader position (PAFL)

Public Awareness Leaders (PAFLs) are responsible for all the activities concerning the information, public awareness, environmental education and fundraising. They are supervised by the Project Manager. Duties are described in detail below.

3.1. Organizing public awareness and fundraising activities

- Organizing weekly presentations in local hotels, touristic businesses and touristic boats -Installing and operating Information Stations
- Participating in ARCHELON's educational projects at local schools, groups of Scouts etc.
- Organizing events for the local community and visitors such as nest excavations and a sea turtle beach walk (in some beach projects)
- Improving public relationships of ARCHELON with stakeholders of the project areas
- Communicating conservation efforts to locals and tourists -Inspecting that both the project's activities and the volunteers are following Society's public image standards
- Providing with material for ARCHELON's social media according to given guidelines
- Writing short testimonial essays for the project

3.2. Volunteer management

- Conveying ARCHELON's vision and mission to the volunteers in public awareness activities
- Organizing public awareness trainings/workshops for the volunteers

- Supervising public awareness tasks and supporting the motivation of volunteers

3.3. Financial resource management

- Managing and keeping track of sales, donations and adoptions
- Working towards reaching the financial targets of the project
- Organizing the public awareness data in Excel databases that will be delivered within the deadlines to the project officer

3.4. Management of equipment, fundraising material and inventory

- Ensuring the maintenance and preservation of the public awareness equipment (projectors, screens etc.)
- Managing and maintenance of the fundraising material (merchandise, leaflets etc.)
- Checking and updating the public awareness inventory list in the beginning and the end of the project

3.5 Handing in a report

PAFLs must submit a short report on their tasks to the Project Manager.

3.6. Participation in the weekly schedule (rota)

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

3.6 Free time

The duties of PAFLs, 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, PAFLs 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 field projects for 3 months at minimum, experience in living outdoors and in multinational groups, in communication and fundraising

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): Teaching, Public Relations, Economics, Management, Marketing, Communication studies, Environmental Education, Campaign Management, Fundraising Manager, Non-Profit Management, Public Relations Manager etc.
- Previous participation in ARCHELON's projects
- First Aid certification
- 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 PAFL 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 the organization of public awareness and fundraising events and gain communication and organizational skills.
- You will learn by living in an intercultural group and by trying to meet their expectations as a leader.
- 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 amount.
- 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 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 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.

