

PUBLIC AWARENESS 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>CRETE - RETHYMNO</u>	MAY - OCT
5	<u>CRETE - CHANIA</u>	MAY - SEP
6	<u>CRETE - MESSARA BAY</u>	JUN - SEP

Public Awareness Field Leader (PAFL)

Public Awareness Leaders (PAFLs) are responsible for all the activities concerning the information, public awareness, environmental education and fundraising as they are supervised by their corresponding Project Managers.

Tasks

1. Public Awareness & Fundraising

- **Presentations:** Organize and deliver presentations in local hotels, touristic businesses and touristic boats
- **Information Stations:** Install and operate ARCHELON's seasonal Information Stations
- **Educational Activities:** Participate in ARCHELON's educational projects at local schools, groups of Scouts etc.
- **Community Events:** Organize events for the local community and visitors such as nest excavations and sea turtle beach walks (in select beach projects)
- **Engagement of Local Stakeholders:** Participate in other events for the promotion of sustainable tourism, sustainable fisheries and reduction of plastic pollution
- **Public Image:** Communicate conservation efforts to locals and tourists, ensure that the Project's activities and volunteers maintain ARCHELON's public image standards
- **Communication Material:** Provide material for ARCHELON's website and social media platforms according to given guidelines

2. Volunteers

- **Training:** Train, supervise and support all volunteers.
- **Health and Safety:** Ensure the health and wellbeing of all volunteers.
- **Mission:** Convey ARCHELON's vision and mission to the volunteers.

3. Financial Resource Management

- **Sales and Donations:** Manage and keep track of sales, donations and adoptions
- **Financial Targets:** Work towards reaching the financial targets of their project
- **Data:** Organize the public awareness data in the databases and deliver them to your Projects Manager within given deadlines

4. Equipment, material and inventory

- **Equipment:** Ensure the maintenance and preservation of the public awareness equipment (projectors, screens etc.)
- **Material:** Manage and maintain fundraising and communication materials such as merchandise, leaflets etc.
- **Inventory:** Check and update public awareness inventory lists

5. Report

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

6. Weekly schedule (rota)

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

7. Other shifts

Participate in monitoring and camp-life activities, only if their primary responsibilities are met for the week/day.

Free time

PAFLS 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 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:

- Sea turtle experience (i.e. identifying sea turtle's tracks, locating nests by digging for eggs, managing nest excavations, dealing with hatchlings etc.)
- Education/training related to the duties described above, such as Teaching, Public Relations, Economics, Management, Marketing, Communication, Environmental Education, Campaign Management, Fundraising, Non-Profit Management etc.
- Previous participation in ARCHELON's projects
- First Aid certification
- 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 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 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 with the following:

- Completed 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.

