

VOLUNTEER OPPORTUNITY – PUBLIC AWARENESS LEADERS



We need Public Awareness Leaders for our sea turtle conservation projects of 2023!

Internships from Universities and other organisations are welcome!

Contact: jobs@archelon.gr

1. About this call

ARCHELON is seeking a limited number of experienced and skilled volunteers to become Field Leaders for our projects in the summer of 2023. Field Leaders are responsible for leading the volunteer 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 ARCHELONs Research Stations (Camp and Volunteer 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 cooperation with the Coordinator(s) - if any- and the Project Officer for the specific project.

This document describes the [Public Awareness Leader \(PAL\)](#) posts. 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 PALs are shown in paragraph 4.

PAL posts - 2023: Project locations / Period

1. [Zakynthos](#) / May to mid-October 2023
2. [The Peloponnese- Kyparissia](#) / May to end September 2023
3. [The Peloponnese – Lakonikos](#) / May to end September 2023
4. [Crete-Rethymno](#) / May to mid-October 2023
5. [Crete-Chania](#) / May to end September 2023
6. [Crete – Messara](#) / June to end September 2023

Learn more about each project by clicking on its name

The number of PALs 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 2 PALs each, while Chania, Messara and Lakonikos are more likely to have one PAL each.

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2. The Public Awareness Leader position (PAL)

Public Awareness Leaders (PALs) are responsible for all the activities concerning the information, public awareness, environmental education and fundraising. They are supervised by the Public Awareness Coordinator (if one is assigned) and by the Project Officer.

Duties include:

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 articles for the project

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

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

Management of equipment, fundraising material and inventory

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-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

Handing in a report: Depending on the project, PALs will be either asked to submit a short report on their tasks to the Project Officer or contribute with remarks to the report of their Public Awareness Coordinator, within the given deadlines.

Participation in the weekly schedule (rota): PALs will enter the rota for basecamp tasks in the same way as the rest of the people who are using the campsite. Optionally, they may enter the rota for tasks in monitoring activities, provided that their own responsibilities are met for that week/day.

Free time: The duties of PALs, 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, PALs will have a day off the campsite.

3. Eligibility and other Requirements

Minimum eligibility criteria

1. Age over 20 years old
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

- Previous participation in ARCHELON's projects

- First Aid certification

- Fluent Greek speaker

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4. 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 PAL 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.

N.B. The ARCHELON Field 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.

5. Introductory sessions

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

6. 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 Officers, 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.

7. Further contact and application info

If interested, please send an email to jobs@archelon.gr with the following:

- Application form that you can download from [HERE](#)
- Short Curriculum Vitae (400-900 words)

NB The application deadline is January 31, 2023. The selection is expected to be finalized until 30 March 2023. Early applications have more possibilities to be successful as the places are limited. Short interviews with candidates maybe organized by Skype in an informal manner.