



Volunteer Opportunity

We need Public Awareness Leaders for our sea turtle conservation projects of 2021!

Internships from Universities and other organisations are welcome!

Contact: jobs@archelon.gr

www.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 2021. 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 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 collaboration with the Project Coordinators for the specific site.

This is a call specifically for [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 2 – 6 months on the site, depending on the project. Having participated in ARCHELON'S projects counts as a serious advantage. More specifics on skill/ experience requirements for PALs are shown in paragraph 4.

PAL posts - 2021: Project locations / Period

1. [Zakynthos](#) / May to mid-October 2021
2. [The Peloponnese- Kyparissia](#) / May to end September 2021
3. [Crete-Rethymno](#) / May to mid-October 2021
4. [Crete- Chania](#) / May to end September 2021

Learn more about each project by clicking on its name

2. Background info

Since 1983, the primary objective of ARCHELON, the Sea Turtle Protection Society of Greece has been to protect the sea turtles and their habitats in Greece. ARCHELON runs field based conservation projects in all the main sea turtle nesting beaches as well as in foraging areas in Greece. ARCHELON also runs 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 a total of 500 volunteers from many countries of the world, who participate in these projects every summer. The number of volunteers in each Field station (campsite) is different, always depending on the project and the time of year.

NB The numbers of people who will participate in ARCHELON's projects in 2021 will be lower than those of previous years so that measures against the spread of COVID-19 can be effectively implemented in the Field stations. Participants in all projects will be asked to implement measures and guidelines issued by the competent national health authorities at any given time.

3. Duties of the PAL

The Public Awareness Leader (PAL) manages/assists in all the activities concerning the information, public awareness, environmental education and fundraising.

NB In all projects, PALs will have full responsibility for their duties under the supervision of the corresponding Project Officer.

The PAL duties in more detail include:

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 such as nest excavations and sea turtle releases
- 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

3.2. Keeping track of the volunteers

- Conveying ARCHELON's vision and mission to the volunteers
- Organizing public awareness trainings/workshops for the volunteers
- Supervising public awareness tasks and supporting the motivation of volunteers

3.3. Keeping track of the financial resources of the project

- 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. Responsibilities for public awareness equipment

-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

PALs will submit a short report on their duties to the Project Officer within the given deadlines.

3.6. Participation in the weekly schedule (rota)

PALs will enter the rota for basecamp's tasks, same as the rest of the people who are using the campsite. Optionally, PALs may enter the rota for tasks in monitoring activities, provided that their own responsibilities are met for that week/day.

3.7 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.

4. 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): Public Relations, Faculty of 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
- Knowledge of Greek language

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 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 a multi-ethnic 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 ceiling.
- There will be space for you to put up your tent and you will be using all communal facilities (WC, showers, cooking stove and utensils) provided in the campsites.

NB Travel expenses to Greece are not provided 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).

6. Introductory information sessions

Introductory information sessions will be organized for the selected Field leaders starting in May, the exact dates and the location will be communicated at a later stage. Participant accommodation and lunches/ dinners, as well as transportation within Greece for these sessions will be provided by ARCHELON.

NB The availability of candidates to attend these sessions in early May will influence the final selection of Field Leaders.

7. Specific training events

Specific 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.

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 10, 2021. The selection is expected to be finalized until 30 March 2021. 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.