Job Title: Wildlife Leadership Academy Support Team Member

Position Structure: Single week and multi-week positions available; join us for one week, a few weeks, or the whole summer!
Location: Krislund Camp and Conference Center in Madisonburg, PA
Reports To: Field School Coordinators + Leadership Team
Compensation: $300-400/field school, commensurate with years of experience plus room and board (cost of housing and meals is $300 per week which we happily provide you with at no extra cost!)

Position Summary: Reporting to the Field School Coordinators, an Academy Support Team (AST) member provides "behind the scenes" support and is vital to having a safe and successful week of field school. ASTs should be positive, self-starting, and energetic – excited to take the next step at the Wildlife Leadership Academy.

REQUIRED QUALIFICATIONS

- At least 18 years of age
- Ability to work in a team setting to successfully support the Academy mission
- Ability to communicate and work with a range of people in a professional and appropriate manner
- Ability to take initiative and solve problems in a positive and efficient manner to provide a supportive and safe environment to all those involved with the summer field schools
- Committed to serving as a leadership role model for the next generation of conservation leaders

RESPONSIBILITIES

Prior to Field School
- Thoroughly read and understand all Academy plans and policies provided prior to field school
- Complete all required pre-field school training sessions
- Completion of employment paperwork and all required clearances

Field School Orientation Day (begins 10 AM Monday)
- Assist with set up of classroom, lodging details (i.e. participant room assignments, etc.), and any other logistical preparations
- Attend staff orientation, trainings, and meetings

During Field School
- Meet with other staff in the morning to review the day ahead; participate in evening run down.
- Responsibilities include but are not limited to:
    - Mentoring Apprentices in behind the scenes work
    - Set-up and clean-up activities
    - Classroom, dining hall, tent clean-up crew duties
    - Snack and water cooler duties
    - Classroom duties (timing support, tech support)

- Quiz and trivia monitoring (as needed)
- Instructor meet and greet throughout the week
- Set up and give directions for team building
- Assist during project time and grading of projects (as needed)
- Serve as community eyes in the classroom or other program areas
- Additional duties as necessary assigned by the Leadership Team

After Field School

- Help clean up/tidy all field school activity areas
- Clean up staff living space
- Clean up/check/reset participant cabins
- Collect + catalogue lost and found items from cabins
- Reset classroom for the following week
- Participate in Saturday staff debrief

Supplemental Information

Each week you are expected to be ready for training at 10:00 AM Monday and are on duty until dismissal from the Saturday staff meeting (~5pm). For individuals contracted for consecutive weeks, time off includes the weekend between field schools from ~5:00 PM Saturday until 10:00 AM Monday, and the entire week between Bass and Brookies (although staff are permitted to stay on site during their off time if they so choose). Daily break schedules for all staff members during each field school will be distributed on site.

Meals are only provided during the days of staff training and from 10:00 AM Monday through ~%5:00 PM Saturday during each field school. A full kitchen is available for use in the staff housing area.

Laundry facilities are available on Sundays between field schools; you must provide your own detergent, dryer sheets, etc.