

Job Title: Wildlife Leadership Academy Support Team Member

Position Structure (A): Full Summer Staff: Attend Weeklong Staff Training + All Field Schools (6 days, 5 nights each) – Number of positions: 4

Position Structure (B): Weekly Staff: Attend Orientation + Full Field School (6 days, 5 nights) – Number of positions: 10 (2 per field school)

Location: Krislund Camp and Conference Center Madisonburg, PA

Reports To: Field School Coordinators + Leadership Team

Application Deadline: January 14, 2024

Salary: \$250-350/field school, commensurate with years of experience

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 prep.
- Attend staff orientation.

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
 - Setting up and clean-up activities

- Classroom, Kitchen, Dining Tent Clean-up Crew duties
- Snack and water cooler duties
- Classroom duties (timing support, tech support)
- Quiz and trivia monitoring
- Instructor meet and greet throughout the week
- Set up and give directions for team building
- Assist during project time
- Additional duties as necessary as assigned by the Leadership Team

After Field School

- Participate in Saturday Dinner and Debrief
- 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

Supplemental Information

Position Structure (A): Full Summer Staff: Attend Weeklong Staff Training + All Field Schools (6 days, 5 nights each) – Number of positions: 4

This is a full summer position, paid time including a full week of staff training and five full weeks of field school, from June 10 – July 28, 2024. Time off includes the weekend between staff training and Bucktails, each weekend between field schools from 6:00 PM Saturday until 10:00 AM Monday, and the entire week of June 30-July 7 (although staff are permitted to stay on site during their off time if they so choose). Break schedules during each field school will be distributed on site.

Meals are only provided during the week of staff training and from 10AM Monday through 6PM Saturday during each field school. A full kitchen is available for use in the staff housing area.

Housing is provided from June 10-July 28th for full summer staff. Weeklong staff are provided housing for the week of field school they are working.

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