

Job Title: Wildlife Leadership Academy Field School Coordinating Team Member

Position Structure: Attend Weeklong Staff Training + All Field Schools (6 days, 5 nights each)

Number of positions: 4

Location: Krislund Camp and Conference Center Madisonburg, PA

Reports To: Executive Director + Leadership Team

Application Deadline: January 14, 2024

Salary: \$400-500/field school, commensurate with years of experience

Position Summary: Working in coordination with the Leadership Team, the Coordinators will be an integral part of the Academy team at field school. Coordinators will be responsible for leading classroom management, managing staff, and on-site logistics. Coordinators should be energetic, self-starting, positive, and professional, with a keen interest in leadership training.

REQUIRED QUALIFICATIONS

- At least 20 years of age
- Outstanding attention to detail
- 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

DESIRED ADDITIONAL EXPERIENCE

- Ability to create a sense of belonging
- Classroom management skills
- Previous experience working at field school

RESPONSIBILITIES

Prior to Field School

- Attend week long training
- 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)

- Manage staff to assist with set up of classroom, lodging details (i.e. participant room assignments, etc.), and any other logistical prep
- Lead orientation sessions for staff, youth mentors, adult mentors, and apprentices as appropriate
- Participate in other training activities

During Field School

Classroom Management and Logistical Coordination

- Follow the leadership and management duties as laid out in the “Coordinator Binder” which is a working document with a detailed description of day-to-day responsibilities and scripts for presenting. Some key responsibilities include:
 - Parent/Participant Arrival Set-Up/Check in – Ensure that all the stations are set up and everyone knows their roles and responsibilities.
 - Day-to-day Classroom Management
 - Field Trips - Check headcounts prior to every departure. Ensure all staff and students are on the bus
- Coordinate with the Curriculum Coordinator on:
 - Introduction of residential and visiting instructors before each lecture/field activity.
 - Monitor the field school schedule and communicate any schedule changes
 - Ensure instructors have any materials they request.

Staff Management:

- Communicate clearly and regularly with staff about their roles and responsibilities throughout the week. Delegate activities to staff as appropriate to age and experience level. Monitor but do not micro-manage these delegations – give your staff the power to manage themselves.
- Observe social interactions between students, staff, and instructors. ALWAYS refer to the Academy Field School Rules and Expectations if issues arise and if there are issues you are at all not able to handle based on your training level or feel are a gray area, always communicate with higher level staff and work to resolve the issue in an appropriate manner.
- Always adhere to the rule of 3’s – no one under the age of 18 should be one-on-one with anyone over the age of 18 at any time.
- Meet with Academy staff to review upcoming roles and responsibilities
- Meet with Leadership Team as needed for updates and reminders
- Instructor Meet + greet throughout the week of field school
- Step into Academy Support Team duties as necessary
- 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

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.