



<b>Position Title:</b>	<b>Ningaloo Turtle Program (NTP) Team Leader (3 positions available)</b>
<b>Contract Term:</b>	11 week internship or work experience with Ningaloo Turtle Program
<b>Duration:</b>	Sunday 23 <sup>rd</sup> Nov 2008 – Sun 8th February 2009
<b>Hours:</b>	Approximately 40 hours/week (generally 5:30am start) (or 24 hours/day during remote camp participation).
<b>Location:</b>	Exmouth, Western Australia (and Bungelup remote camp)
<b>Reports to:</b>	Ningaloo Turtle Program Volunteer Coordinator
<b>Direct Report:</b>	Volunteers
<b>Remuneration:</b>	Accommodation; travel and food subsidy
<b>Major responsibilities:</b>	Assist in the operation and co-ordination of the Ningaloo Turtle Program, including the organization and operation of a remote camp.

**All three team leaders will be required to participate in the operation of the Ningaloo Turtle Program in both Exmouth and the Bungelup remote camp on a rotational basis.**

**Key roles and responsibilities:**

- Assist in coordination of daily monitoring program
- Provide coordination and support to volunteers
- Participate in monitoring, training and remote camping activities as required
- Assist with training volunteers
- Coordination of volunteer transport for monitoring purposes
- Set up remote camp and organize equipment in conjunction with the Volunteer Coordinator
- Organization of meals and supplies for the remote camp
- Preparation and maintenance of monitoring equipment, camping equipment and vehicles on a daily basis
- Collection and filing of data sheets, volunteer hours and progression on a daily basis
- Supervision of data entry on a daily basis
- Coordinate turtle rescues as required
- Organization of regular social events for volunteers
- Provide feedback and de-briefs to volunteers and NTP staff
- Reporting and trouble shooting in consultation with Ningaloo Turtle Program Volunteer Coordinator
- Assist in the final reporting process for the program, including updating standard operating procedures

**Selection criteria**

### Essential

1. Demonstrated organizational skills
2. Good written and oral communication skills including the ability to liaise with volunteers and conduct presentations, public speaking and training duties
3. Competent in the use of Microsoft Word and Excel
4. Current full Manual Motor Vehicle Drivers License (no P-Plates etc) and willingness to obtain a LR license and drive a mini-bus
5. Senior First Aid qualification

### Desirable

1. Previous participation in the Ningaloo Turtle Program
2. Experience in remote camping
3. Experience in the management of volunteers
4. Have own vehicle (4WD or Ute) - use to be subsidized- ( but not necessary to have a vehicle)

If you would like to take on this role, please forward your CV, a letter addressing **all** selection criteria and a cover note telling us 'why you think you would be successful in the position to 'NTP Volunteer Coordinator, Re: NTP Team Leader Position' either via email: [ningalooturtles@dec.wa.gov.au](mailto:ningalooturtles@dec.wa.gov.au), Fax: (08) 9947 8050 or Post: D.E.C. PO Box 201, Exmouth, Western Australia, 6707 before 5pm, Wednesday 20<sup>th</sup> October 2008.