

Project WILD/Alaska Wildlife Curriculum Facilitator Program 2011-12

Qualifications:

- 5+ years of teaching experience
- ability to present potentially divisive information and concepts in a balanced manner
- skills including: public speaking, conflict resolution, facilitation, classroom and field management and logistics, time management and organization
- undergraduate degree in related field

Training:

- Must have completed one of the following:
 - a Project WILD Facilitator Training Workshop in AK,
 - a Project WILD Facilitator Training Workshop in another state* and meet with the Project WILD Coordinator to discuss Alaska specific information and concepts, or
 - be trained 1:1 by the Coordinator or an approved workshop facilitator of the Coordinator's choice including facilitation of Project WILD activities in a workshop setting.

** All expenses for participation in an out-of-state facilitator training is the responsibility of the facilitator, not ADF&G.*

- Must stay current on new information regarding Project WILD and ADF&G through conversations with the Coordinator and area biologists, prior to facilitating a workshop.

Responsibilities:

- Work with Coordinator to identify communities to target for workshop(s)
- Contact schools and districts (teachers, administrators, service planning staff, science curriculum specialists)
- Secure workshop dates, locations
- Arrange all travel including flight information, logistics between home and airport, airport and school. Make all reservations.
- Plan food and lodging
- Gather materials for the workshop @ ADF&G
- Plan for delivery of workshop materials to school by mail, freight or hand carry (flight)
- Work with Coordinator on credit course planning
- Conduct workshop
- Complete paperwork before/after workshop (all paperwork due 1 week after the workshop/ credit course deadlines set prior to workshop by Coordinator)

Types of Facilitators:

There are three different categories of facilitators. Choose the one that fits your situation best. If your situation changes (employment, ability to maintain a business license, etc.), your status with Project WILD can be changed as well, following a discussion with the Project WILD Coordinator.

Special note: When facilitating a credit course, facilitators are NOT to ask the University of Alaska for instructor compensation. With the exception of the actual credit- workshops are provided to the public without additional cost.

Agency/Organization Staff:

Facilitators providing Project WILD workshops as part of their jobs are not compensated for their time. ADF&G will cover or share the costs of travel expenses to/from the workshop site, if needed. Workshop materials will be provided by ADFG. All other needs are to be covered by the facilitator's agency.

ADF&G is not responsible for liability prior, during or after the workshop. That responsibility falls on the facilitator and/or their agency. Facilitators will be required to demonstrate insurance through written approval from their supervisor.

Volunteer Facilitators:

Volunteer facilitators do not receive compensation or per diem. Travel (flights, mileage, ferry tickets), lodging and phone calls will be covered by ADF&G. Faxes can be done directly through an ADF&G office. Volunteers sign a volunteer agreement form thus covering liability as a volunteer for the state. This form must be completed and filed with the Project WILD Coordinator prior to each workshop a volunteer conducts.

In the event of poor weather, where a volunteer cannot return from a village, ADF&G will cover lodging costs and per diem. Specific policies regarding this issue will be covered prior to the start of travel.

Contracted Facilitators:

Contracted facilitators are paid for their services. They must provide proof of an Alaska Business License and insurance or an insurance waiver. Contracted facilitators are responsible for their own liability prior, during and after a workshop. For specifics, see following page.

Project WILD Facilitator Program: Contracted Facilitators Only

Compensation for Planning:

- Discussion with biologists, teachers, tribal governments, workshop design
Maximum of 6 hours x \$15 = \$90.00
- Logistical planning including reservations for flights, lodging and food arrangements
Maximum of 1 hour x \$15 = \$15.00
- Additional resource gathering
Maximum of 2 hours x \$15 = \$30.00
- Phone calls costs will be reimbursed, when included on an invoice. (Best to use Pre-purchased calling card provided by ADF&G)
- Faxes may be done directly through an ADF&G office

Compensation for Facilitation:

- Facilitation of one 8 hour, urban workshop (\$30/hour) = \$240.00
- Facilitation of one 15 hour, urban credit workshop = \$450.00

- Facilitation of one 8 hour, rural workshop (\$45/hour) = \$360.00
- Facilitation of one 15 hour rural workshop = \$675.00
- Set-Up and Take Down, not to exceed 4 hours (\$15/hour) = \$ 60.00

Maximum Compensation:

All workshops must be approved. Facilitation and planning compensation is never to exceed \$2,499.00 in a single fiscal year (July 1- June 30). Compensation includes planning and facilitation only. Other workshop expenses are not included in this cap. Facilitators will work with the Project WILD Coordinator to determine the number and type of workshops conducted in a given fiscal year.

Travel costs

Travel costs covered by ADF&G includes the following:

- flight/ferry
- extra baggage
- parking
- car rentals
- mileage (.44 per mile)
- lodging and per diem **only** when weathered into a village

Lodging and food costs are included in the daily facilitation fee.
Itemized invoices with original receipts are required.

Invoice Requirements:

Detailed invoices must be sent to the Project WILD coordinator within 2 weeks of the workshop and must include **original** copies of all receipts. A sample invoice will be provided prior to the first workshop.