

Project RareQuest 2017 Team Leader Description

Duties

- Receive element occurrence (EO) assignments from Natural Heritage. Chris Ludwig will likely send the documentation via email.
- Choose your team members. You may invite any VMN volunteers in your chapter or a neighboring chapter to join you on any field session. You may want to get help from volunteers with particular expertise (e.g., bird identification), depending on your own skills and your EO assignments. It does not need to be the same set of people for each EO search. We ask that, as a courtesy, you let past RareQuest participants know about your team and your 2017 assignments. In some cases, we have condensed teams across chapters, so this may involve communicating with VMNs outside of your chapter. We will provide you with a list of previous RareQuest participants in your area.
- Review the RareQuest training materials and videos at <http://www.virginiamasternaturalist.org/rarequest.html>. Ask other volunteers on the team to review the materials, especially the video that includes safety information (part 2 of the video series.)
- Review the use of the Collector app. We will be holding a Collector app refresher webinar on March 7 at 12:00 pm. It will cover both iOS and Android versions of the app. We will send out a link for you and any other team members to participate, and we will also post the recording to the RareQuest project webpage.
- Contact the landowner to gain permission to search for the EO. You may delegate this task to another volunteer, but as the team leader you will need to ensure that it is done. It is best to communicate with the landowner by phone if you are able to find a phone number.
- Schedule field sessions to search for your assigned EOs, following any recommendations provided in your EO documentation regarding the best times to search for the species.
- Communicate and coordinate with other team members as needed. Ultimately, the scheduling of the field sessions is up to you; you are not required to find a time that works for every possible volunteer on your team. Please do not conduct field work alone, however.
- Contact Chris Ludwig prior to any field sessions. He would like to talk with team leaders before they go into the field.
- Collect data in the field using the Collector app. Ideally, we would like for you to be the data collector. If you do not have a mobile device for using the app, you can coordinate with another volunteer on your team who does have the app to do the data collection, but as the team leader, you must make sure the data get collected. If you are unable to identify a team member who can use the Collector app, please contact Chris Ludwig to review other options.
- Follow up with Chris Ludwig after each field session to share your findings.
- Report your volunteer hours to the VMN-RareQuest statewide project on the Volunteer Management System, and remind other volunteers on your team to do the same. You may include travel time in with the project hours; there is no longer a need to separate them.