

FIELD RESEARCH MANAGER

Roles & Tools

Roles

- Prepare for Field Research during Set-up Week.
- Manage Team Leads.
 - Oversee the Team Lead prep and implementation of Field Research.
 - Support staff in effectively engaging volunteers in activities and mentoring of participants, including through coaching and curriculum adaptations.
- Manage curriculum.
 - Identify and document areas for further enhancement.
- Lead Know it! Own it! With support from Team Leads

Tools

Documents & Location

Document	Location
"Field Trip Transportation Schedule"	smb://192.168.1.8/Master Files/LI/Summer Program/Ocean Leader Intro to Research Program/Schedule/Schedules YEAR
"Pre-Trip Safety Checklist"	smb://192.168.1.8/Master Files/LI/ Leadership Programs Implementation Tools/Leadership Programs Templates & Forms/Ocean Leader Intro to Research Templates & Forms/Health & Safety /Pre-Trip Safety Checklist
Ocean Leader Intro to Research Curriculum and supporting tools	smb://192.168.1.8/Master Files/Curriculum/LI New/Ocean Leader Intro to Research Program

How to calendar the role of the Field Research Manager

Daily

Schedule time to do the following.

- 7:15 to 12:25 AM Field Research (as needed. See BLA Schedule).
- 1:05 to 1:45pm to participate in “Team Lead Check-in and Prep.”
- 3:00 – 4:00 Prep for “Know it! Own it!”
- 4:00 – 6:00 Lead “Know it! Own it!”
- 6:00 – 6:30 Clean up “Know it! Own it!”
- 7:00 – 7:30PM to pack snacks and prep water jugs for next day.

Day 1

- Schedule time for your role in the preparation of the Community Celebration.
[See Community Celebration](#)

Day 4

- Meet w/ Field Research Manager to confirm who will be driving personal vehicles.
- Meet with Program Manager to confirm snorkel pairs.

Day 8

- Meet w/ Field Research Manager to confirm who will be driving personal vehicles.
- Meet with Program Manager to confirm snorkel pairs.

How to prep for the program during Set-up Week

Prepare the Field Station for execution of curriculum.

- Set-up classrooms.
 - Tables and chairs
 - Hang SDP process posters.
 - Set up projector, laptop, and screen.
 - Download all PowerPoint onto laptop.
 - Create cold call popsicle sticks.
 - Write one student’s name on each popsicle stick until you have one for each student.
 - Create a bine of supplies for Know it! Own it!
 - Dry erase markers (assortment)
 - Dry erase eraser (1)
 - Index cards (1/2 of what we have in each bin)
 - Large paperclips (1/2 of what we have in each bin)
 - Ream of blank paper
 - Transect tape (2)

- Small orange cones (4)
 - Scissors (2)
 - Popsicle sticks (1/student)
 - Cup for popsicle sticks (1)
 - Science notebook (1/student)
 - Pencils (1/student)
 - Group Name Stickers
 - Animal stickers
 - Prize bin w/ assorted prizes
- Set up student's papers file box.
 - Create a manila folder for each student and place inside file box.
- Prep for Team Leads
 - Prepare a clipboard with Day 1 Curriculum printed out.
 - Prep supplies for Day 1.
- Set-up/organize supply shelves.
- Determine the need for Alternate Schedules
 - See curriculum "Appendix."
 - Print & review these the during Team Lead Arrival Day Protocol
- Create "Team Lead Know it! Own it Schedule."
- Meet with Program Manager to review:
 - Snorkel buddy assignments
 - Boat Assignments
- Meet with Volunteer Manager
 - To confirm which volunteers will be driving personal vehicles on Day 3.
- Collect and secure bracelets from the Community Relations Manager.

How to manage the Team Leads

Prepare the team to go out in the field

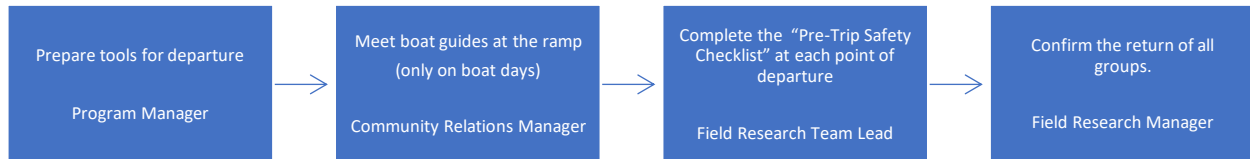
- Prior to each snorkel/ swim [update the snorkel pairs](#) with the Program Manager.
- Distribute bracelets to the Team Leads as needed.

Oversee the Field Safety Team

Four team members lead the Field Safety Team.

- Program Manager oversees all schedules and staffing.
- Field Research Manager oversees all process related to students' experience and trains the Field Research Team Lead.
- Community Relations Manager is responsible for communication with boat guides, decisions on boating conditions and any boat safety-related issues (such as malfunctioning engines).

- Field Research Team Lead is responsible for the "Pre-Trip Safety Check" using the "Pre-Trip Safety Checklist." The "Pre-Trip Safety Check" is completed before any vehicle (boat or van) leaves the field station with students.



Prepare tools for departure (Program Manager)

- Update the "Field Trip Transportation Schedule" and share this with the Community Relations Manager, Field Research Team Leads.
- Print out a copy for the Community Relations Manager to add to their clipboard. They will update and return to the Program Manager.
- Prepare communication for the Morning Announcements.

Meet boat guides at the ramp (Community Relations Manager)

- Communicate with any boats that have not yet arrived.
- Greet each boat and confirm conditions. Assess if any modifications are needed (timing or place). Use color coding to communicate readiness. Communicate with Program Manager if the location or timing changes.
 - Green –The conditions are good, the team is ready, and the equipment is accounted for.
 - Yellow – Issues can be addressed in 5-10 minutes.
 - Red - Unable to depart and cannot be addressed within 15 minutes. This might include wind conditions, safety risks that cannot properly be mitigated etc. If winds are strong, or questionable, defer to fishermen/boat guides to adjust field trip and/or research plans.
- Update the Field Research Team Lead on any modifications.
- Update "Field Trip Transportation Schedule" on clipboard and return to the Program Manager.
 - Check off those that are confirmed under the field, "Completa."
 - Change names of boat drivers as needed. This would be under the field, "Guia."
 - Note any trip modifications in the section, "Trip Modification."

Complete the "Pre-Trip Safety Checklist" at each point of departure (Field Research Team Lead)

Checks are done prior to entering vans and prior to going on boats. Checks are quick and thorough.

On the first day the Field Research Manager will lead this and set expectations for the group and train the Field Research Team Lead. The Field Research Manager will clearly set expectation for what happens at the vehicle and what happens at the ramp. The Program Manager will [schedule the Field Research Manager](#) for this portion.

- Physically divide groups by vehicle (boat or van). Each group will have all the people and gear assigned to that vehicle.
- Review the "Pre-Trip Safety Checklist". The trip can begin when all groups are ready.

Confirm return and collect completed "Field Trip Transportation Schedule" (Program Manager)

- Collect the "Field Trip Transportation Schedule" from the Community Relations Manager. The Program Manager will review to ensure the schedule reflects reflect completed trips, locations, drivers, etc.
- Confirm that all boats have arrived at the field station prior to lunch.
 - o If any boats have not arrived, call on radio. Problem-solve and communicate accordingly. Bring in the Community Relations Manager as needed.

How to manage curriculum and identify enhancements

TBD

How to lead Know it! Own it!

- See curriculum.
- Create pairings/groups.