



The Windbridge Institute
for Applied Research in Human Potential
www.windbridge.org

Windbridge Institute Volunteer Position Description

Position: Research Participant Screener and Trainer

Project Code: Animal Discarnates

Project Manager: Julie Beischel, PhD

Brief Description of the Project:

This project examines certified research mediums' abilities to report accurate and specific information about deceased companion animals. The volunteer on this project will work with living research participants who wish to receive a mediumship reading regarding a deceased companion animal (an "animal discarnate") as part of a research study. The volunteer on this project will not be working directly with any claimant or certified mediums. The participants with whom the volunteer will work may be located anywhere in the US. No travel will be necessary; all interactions with participants will take place over email or by phone.

Volunteer Task Description:

The volunteer on this project will: (1) consent participants using electronic (email) consent forms, (2) screen participants on the phone using a screening questionnaire, and (3) train participants over email in a scoring system the participants will use to score mediumship reading transcripts. All consenting, screening, and training materials; protocol instructions; an Institute email account; and an Institute cell phone will be provided to the volunteer by the project manager for use solely on this project.

Estimated Duration:

Volunteer tasks will start immediately upon filling the position and continue until July 2012. On average, the volunteer will work between 1 and 4 hours per week. However, time commitment may increase or decrease during some weeks depending on participant and investigator availability.

Location:

The volunteer will be working remotely and will be in contact with the participants and with the project manager via email and phone. An initial and then occasional (i.e., monthly or bi-monthly) face-to-face meetings with the project manager may be required. The volunteer should reside in Tucson, Arizona, or be willing to travel to Tucson at his/her own expense for meetings.

Required Skills:

The volunteer will possess: a high level of computer proficiency including Microsoft Excel and Microsoft Word (or OpenOffice equivalents) and sending and receiving emails with attachments; excellent reading, writing, proof-reading, and communication skills; experience with customer service or similar people-centered tasks; a gentle, kindly, and patient telephone demeanor; effective time-management skills; and the ability to repeatedly perform assigned tasks correctly and to completion. The volunteer will be: at least 18 years old; comfortable and effective working in a dynamic, creative, collaborative environment; and comfortable and effective working on one's own with little to no supervision. Experience with Skype software is preferred but not required.

Required Equipment:

The volunteer must have a reliable computer running Windows XP, Vista, or 7; reliable Internet access; a licensed copy of Microsoft Office 2003 or 2007 (or OpenOffice); up-to-date anti-virus software; and a means to save computer-independent backup copies of work files (e.g., CD, jump drive, external hard drive, etc.). Possessing a webcam and microphone for use with Skype is preferred but not required.

Required Training or Certifications:

- (1) The volunteer must complete the National Institutes of Health (NIH) online certification course "Protecting Human Research Participants" (<http://phrp.nihtraining.com>), a free, web-based course designed to provide appropriate education for researchers whose work involves human participants. The NIH class takes about three hours to complete but is self-paced (that is, it does not need to be completed in one sitting and the user can log in and out).
- (2) The volunteer will be required to become well-versed in the scientific protocol and materials used in the study on which s/he will be working. This training will occur through verbal instruction by the project manager and/or by reading materials provided by the project manager.

Other Required Documentation:

A college or graduate diploma is preferred but not required if sufficient skills are present.

Special Considerations for this project:

- (1) Since the work for this project will be completed on non-Institute computers, the volunteer is responsible for all equipment and software purchases and maintenance and any Internet access fees. The volunteer also agrees to ensure that the computer used for this project is protected with anti-virus software and that the software is kept up-to-date.
- (2) The volunteer must sign the Institute's confidentiality agreement and abide by all Institute policies and procedures.

Advantages and Benefits:

The volunteer may gain the following advantages, benefits, and experiences:

- The volunteer will make an essential contribution to the completion of unique, historically-relevant, cutting-edge research studies at a world-renowned research Institute.
- After a probationary period of one month, the volunteer will be offered a free membership to the Institute which will include all the benefits associated with a paid membership.
- After satisfactory work on the project, the volunteer will receive, based on his/her performance, a letter of recommendation or reference from the project manager that may be provided to future employers, educational programs, etc.
- The volunteer may learn new or enhance existing skills and knowledge.
- The volunteer will have many opportunities to ask Institute researchers questions regarding general scientific principles, parapsychology, mediumship, and similar topics.

How to Apply:

To apply as a volunteer Research Participant Screener and Trainer on the Animal Discarnates Project, please visit https://fs7.formsite.com/windbridge/anidisc/secure_index.html to complete an online application and upload an electronic copy of your curriculum vita or résumé. For questions, please email info@windbridge.org.