



Job description – Volunteer Coordinator
Vervet Monkey Foundation, Tzaneen, South Africa

This position will fulfill the needs of the Vervet Monkey Foundation by ensuring our ever increasing numbers of volunteers have enough supervision, are welcomed and educated during their stay and have someone to report to as well as to ensure the smooth running of the sanctuary.

Reporting directly to – Operations Manager & Josie Cook (Co-Director)

Full time voluntary position with occasional on call duties

Length of period: Long term, min 18 months (preferably longer)

Working hours – anytime between 7am - 5pm (some overnight baby shifts / late shifts possible in baby season Nov – Feb or integration season). 30 min morning break, 1-2hrs lunch. The co-ordinator will be responsible for their own working hours with a 7am start depending on what tasks need completing.

Visa requirements – 1-3 year volunteer visa, please check with your local embassy for updated information. You will usually need to apply within your home country.

Responsibilities:

- Welcoming of all new volunteers
- Volunteer village orientations on arrival
- Main orientation the following morning – includes going over the rota, days off, volunteer guide, ensuring the volunteers sign an indemnity form & read the volunteer guide, touring and all other aspects of the centre. You will also show them around the centre and show them each area where the duties take place, introducing them to other volunteers along the way.
- Keep volunteer newsletter list up to date
- Create and send out volunteering certificates
- Introduce volunteers to cottage cleaning duties, some duties & update protocols as necessary.
- Responsible for ensuring the village and cottage is kept tidy and clean and to report any problems. Update village map.
- Coordinate volunteer cabins and facilities maintenance
- Keeping a shopping list up to date with items required for the foundation's needs
- Supervising the kitchen staff to ensure enough food for the volunteers at lunch and dinner.
- Organising vegan shop orders (on occasions) for volunteers (announce shop trips, take in orders, collect money, send orders to Jeannie, collect orders from Dave when arrived and hand them to the volunteers, incl. change)

- Daily rota – assigning volunteers to duties for the following day using an excel spreadsheet. This is a vital part to the smooth running of the centre and updating / being flexible when needed
- Planning days off in advance depending on weekly tasks
- Coordinating touring days for volunteers
- Liaising with volunteers – first point of contact if any problems / questions, days off etc.
- Coordinating the volunteer chat, invite new vols, delete vols who have left, ensure communication etiquette is followed, forward important messages to responsible person for that task
- Ensuring volunteers know where they need to meet the following day.
- Liaising with long term staff for the upcoming rota needs.
- When volunteer is sick, coordinating volunteer quarantine, check-ins with the volunteer, needed doctor's trip, inform management chat and update rota
- Collecting volunteers from the bus stop (if driving license)
- Taking volunteers out on half days some weekends in the local area (if driving license)
- Coordinate Kruger Trips with Sandy (Travelbuggz) and plan days off accordingly
- Coordinate with Dave any volunteer related car usage (pick ups, drop offs, week end trips etc.)
- Oversee gift shop stock and liaise with Josie for restock
- Being involved with all areas where needed especially when low on volunteers such as monitoring of monkeys, helping in baby season, sickbay, construction and general monkey handling, maintenance of centre or fruit collecting.
- Create birthday cards and organize someone to bake a cake for birthdays
- Host volunteer meetings on Wednesday evenings at 6.30pm
- Attend staff meetings and participate where necessary.
- Take some short clips for youtube / social media each week. Ask volunteers if they would like to do a testimonial at the end of their stay.
- There will be the opportunity to become involved with fundraising, promotion projects and other.
- Oversee all tasks that relate to the smooth running of the centre in relation to volunteers.
- Following up with manager to see that all tasks related to monkeys and volunteers get completed.
- Working on adhoc projects with Operations Manager.

This list is not exhausted and may vary depending on season or changes to the foundation.

Attributes required for the position:

- Excellent organization skills, professionalism
- Reliable, flexible, patient and responsible
- Coordinating skills
- Basic computer skills – word and excel
- Able to create a daily ever changing work schedule
- Manual driving license (preferred)
- Able to speak to volunteers in groups between 1-40
- Work on own initiative
- Perform all tasks in the best interest of the foundation, monkeys and the volunteers.
- Certificate in First Aid (not essential)
- Strong interest in wildlife conservation
- Able to work in a hot climate at times

- Able to work as a positive and encouraging team leader with people of different personalities and backgrounds
- Able to live and volunteer in the same community of people with changeable dynamics
- Positivity & enthusiasm

Qualifications / Experience:

Min 4 GCSE's with further education or equivalent

Experience in supervising / managing people (preferred but not essential)

Previous volunteer experience / experience with animals

Min of 2 years in the working environment

Accommodation provided & living conditions:

Basic accommodation includes - staying in an individual wooden cabin which includes a few items of furniture, 1 small table, 1 pillow, 1 mattress, bedding, wardrobe / drawers, fan, solar powered electricity to charge phones / laptop, lights.

Electricity is also provided at the main cottage to recharge items such as cell phones etc.

Eco-toilets and bush showers with hot and cold water

Main meals are eaten at the cottage & are all vegan, no meat, fish, cheese, dairy or eggs to be brought on to the premises. We ask you to embrace a vegan diet whilst on site and at VMF organized outings.

Cottage area comprises of – kitchen area with fridge, dining tables, wifi, electricity. Patio area and Games room.

A deposit of R5000 (South African Rand) is required on acceptance of this position which is returned to you at the end of your agreed length of commitment.

Location – Tzaneen:

Climate is tropical being hot and humid in the rainy season, summer Nov – Feb and dry and cooler in winter May – October.

Tzaneen is not a malaria area but Kruger park and other local attractions are, prophylactics can be used and obtained via the doctor in Tzaneen if necessary

Tzaneen town is 25km from the centre with a shopping mall.

Approx situated 1 hour from Kruger National Park

Working environment:

The foundation is 25 hectares in size with over 650 vervet monkeys.

Working partly outdoors, supervising and introducing volunteers to some areas involves walking up a hill. Applicants must be physically fit.

Communication via mobile phone (Whatsapp)

Please note there will be times when volunteers will ask questions outside of working hours, this is part of communal living and so we ask people to see it as an opportunity to connect with others.

Admin – using a computer

Days off / Holiday:

You are entitled to one and a half days off per week and 21 days holiday per year to go touring at quiet times and providing we have enough cover. The number of days will increase by one per year until you reach max of 25 days per year.

Public holidays – half day or if needed to work, can take a half day in lieu that same week.

Additional benefits:

Stipend will be provided at the end of 3 months R3000 (South African Rand) for those who at the 3 month appraisal are still committed to a min of 18 months.

10% off in gift shop
Free VMF t-shirt after 3 months
Certificate at end of committed stay
Opportunity to give public guided tours and receive 50% of the entry fee
No petrol fee for weekend outings
Free laundry access provided

If interested in this position, please contact info@vervet.za.org for more information and to set up a skype interview. To learn more about the work we do, visit www.vervet.za.org