



ORANGUTAN FOUNDATION INTERNATIONAL

Orangutan Conservation & Education – Rainforest Preservation – Wildlife Research

Field Volunteer Coordinator

The Orangutan Foundation International Field Volunteer Coordinator is a position well-suited to energetic, outgoing, and adaptive individuals. The Field Volunteer Coordinator will gain an applied experience in field conservation and outdoor leadership. The current OFI volunteer program has been running since 2009 to aid in the construction of facilities for OFI's field operations. OFI has a long and established history as a research, conservation and education organization headed by world leading primatologist and conservationist Dr. Biruté Mary Galdikas.

Job Description:

This position is based in the Central Kalimantan village of Pasir Panjang and works closely with OFI's local and North American staff, Volunteer Committee, and volunteer field team. We are interested in finding someone willing to make a significant commitment to our volunteer program as well as making a greater contribution to OFI in the future. This position is an excellent way to make a concrete contribution to field operations while learning in depth about OFI's conservation, rehabilitation, and research efforts, as well as Borneo's ecology, culture, and political climate.

OFI runs two volunteer programs: Long Term Volunteers (6 month positions in Communications, Orangutan Enrichment/Release, Sun Bear Rehabilitation/Husbandry, and Veterinary Assistants) and Short Term (Construction Teams lasting 2-3 weeks). We are looking for someone to manage the field aspects of both programs.

Responsibilities include handling logistical arrangements, acting as a mentor and facilitator to new volunteers and a liaison between volunteer and staff, and keeping accounts and records as necessary. The Coordinator should be prepared to advise volunteers directly on both professional and personal issues, or be able to find the staff-person most qualified and available to help the volunteer. The Coordinator will report to both Dr Birute Galdikas and to the Volunteer Committee in North America, keeping all parties updated as to events in the field, and acting on their directives at critical junctures.

The Field Volunteer Coordinator should be familiar with all the volunteer positions, understanding the job descriptions, requirements, and daily tasks. (As the Enrichment/Release position often requires the most involvement, candidates with experience in Animal Enrichment and Animal Husbandry are preferred.) The job descriptions are each very broad, including more tasks than a single person can accomplish. The intention is that each volunteer finds a focus/specialty suited to their skill-set and temperament. Often, volunteers have been accepted with specific assignments in mind relevant to their background. At other times, urgent need and extenuating circumstance requires adjusting volunteers' focus or reassigning roles. The Coordinator should be part of such discussions with the Committee and Dr. Galdikas. It is the Coordinator's responsibility to communicate assignments to the volunteers and ensure that they are comfortable with what they are asked to do, supported in learning and undertaking all tasks, and fully understand the expectations.

Position duration: One year minimum.

Application Deadline: Rolling.

Responsibilities and Key Tasks:

Coordinate with Volunteer Committee

- Attend Committee Meetings via Skype or phone
- Coordinate with OFI's LA Office to maintain calendar/schedule of volunteers' tenures
- Make recommendations to the Committee as to the current needs in the field, particularly as it relates to assigning tasks to current volunteers or to recruiting and accepting new volunteers
- Report on volunteers' well-being, accomplishments, and concerns as appropriate

Facilitate field logistics

- Arrange transportation to/from airport for incoming/departing volunteers
- Inform relevant staff/people when new volunteers are due to arrive
- Arrange home-stay placements in the village for volunteers (NOTE: Volunteers pay for room and food directly to the home-stay family and no fees go through OFI. However, the Field Volunteer Coordinator is responsible for finding a suitable home-stay for the volunteer before their arrival, ensuring both parties understand the terms of the arrangement, and being available to both the volunteer and the home-stay family in case of any difficulties or confusion.)
- Provide advice for visa extensions and renewals, ensuring volunteers understand the process
- Help volunteers arrange hospital visits or medical exams as needed
- In case of emergency, be prepared to contact medical insurance providers, volunteers' families, and/or national embassies as needed in order to inform them of the volunteers' condition and to seek their assistance
- Provide advice to volunteers for personal needs (shopping, cell phones, internet, etc)

Understand and promote OFI policies

- Maintain positive and supportive attitude, maintain morale of volunteers
- Maintain personal contact and communication with all volunteers (Arrange Volunteer Meetings as necessary. Briefly check-in with each volunteer multiple times a week to provide them an opportunity to raise any private concerns.)
- Ensure volunteers fully comprehend all guidelines and rules regarding conduct, attire, work expectations, etc
- Help to ameliorate any tension between volunteers and local staff/villagers (Give advice to volunteers regarding

- cultural customs, observe and identify behavioural patterns that may become problematic, help to clarify misunderstandings, etc. If the Coordinator is unable to resolve issues, promptly bring them to the attention of someone else who can give advice, direction, or handle the situation.)
- Ensure volunteers are filing their Weekly Reports and complete the Departure Questionnaire at the end of their tenure

Mentor and train new volunteers

- Coordinate with Volunteer Committee so that no new volunteers are scheduled to arrive when the Coordinator is not present at the Care Center (ie, when on a visa renewal trip or when out in the field with Construction Teams, etc)
- Provide Introductory Orientation to all incoming volunteers (this includes a tour of the facilities, a thorough debriefing in health and safety protocols, discussing and clarifying job description and role, facilitating an initial meeting with Dr Galdikas before the volunteer begins working if possible, and introducing them key staff people,)
- Communicate from the Volunteer Committee or Dr Galdikas to the volunteer any specific tasks or areas of focus which have been assigned to them
- Closely monitor each volunteer's first week (Volunteers are not permitted to be at the Care Center alone during their first week. They must shadow the Coordinator or a specifically designated staff-person and/or experienced volunteer. It is the Coordinator's responsibility to ensure that this policy is followed and the Coordinator has the discretion to extend this period on a case-by-case basis as they see fit, ie if they feel h have particular concerns regarding a specific volunteer, or if the tasks that volunteer has been assigned are particularly sensitive/challenging, etc.)

Short Term Construction Teams

- Make plans for Construction Team projects with Dr Galdikas and the Volunteer Committee, including choosing a field site (not the Care Center) and the type of facilities/building to be constructed
- Handle logistical arrangements ahead of time (buying supplies, getting them to field site, preparing that field site for the arrival of a volunteer team, hotels, additional field trips for volunteers' education, etc)
- Participate in the daily construction duty alongside the team whenever not busy doing planning or other leadership tasks
- Act as a liaison between short term volunteers and staff
- Act as a guide, interpreter of local flora, fauna, culture and society for the short-term volunteers
- Keep records (receipts, spreadsheets, basic book-keeping) of all funds related to the Construction Teams

Life as the Field Volunteer Coordinator:

The Dayak village of Pasir Panjang is a 15 minute drive from the small city of Pangkalan Bun. The city has a small airport and is situated in the south of the province of Kalimantan Tengah, Borneo, Indonesia. OFI's Orangutan Care Centre and Quarantine is located in the village of Pasir Panjang. The Coordinator will live in a home-stay in Pasir Panjang (rent will be paid by OFI). The quality of care in the homes varies, from simple room accommodation to cooking and laundry. OFI makes an effort to arrange homestays for all its interns and volunteers, but there is an element of unpredictability in any such arrangements. In case of emergency, hotel/motel accommodations are present in Pangkalan Bun and even closer to Pasir Panjang. The Coordinator will accompany the Construction Teams to other field sites and stay there for the duration of the construction projects. Living arrangements depend on the project of the construction team. Regardless of this, conditions are basic, with limited running water, sometimes no electricity, and occasionally no cell service or internet access

The Care Center facility operates around the clock all days of the week. Volunteers are expected to work approximately the same hours as the majority of the staff (8am-4pm) six days a week (day off flexible). The Coordinator is expected to be present the same hours, but they will also need to be available/contactable at all time to volunteers and staff. There will be occasional demands outside of normal working hours as meetings with Dr Galdikas generally take place in the evenings and Skype calls to other countries must be arranged around time-zones.

In order to truly be successful in this position the Coordinator must be open minded, learn quickly and have a genuine passion for working with people. In addition, the Coordinator will need to be capable and willing to make themselves an exemplary example of appropriate behaviour and conduct; they must be sensitive to how their actions and attitude are interpreted in the cultural context and must be comfortable in an environment with no clear line between work and personal life.

Qualifications/Experience

Job-Specific Requirements:

- Leadership experience with people of very diverse backgrounds and personalities
- Ability to keep timely and professional correspondence with remote work partners
- Experience working in remote and rural field conditions
- S communication ability in Bahasa Indonesia (with the willingness to learn ahead of time AND daily throughout the volunteer tenure)
- Preferably, experience with animal husbandry (hands-on with exotic/non-domestic animals) and enrichment techniques

General Skills and Characteristics:

- Strong interest in orangutans and other endangered wildlife, sincere interest in the history and culture of Southeast Asia
- Experience traveling, working or volunteering in developing, tropical nations
- Cultural sensitivity, understanding, and adaptability
- High degree of flexibility, open-mindedness, creativity and optimism

Volunteering with Orangutan Foundation International (OFI)

Orangutan Foundation International protects 6,000 wild orangutans in Tanjung Puting National Park, in Kalimantan, Indonesia. Facilities include 16 guard posts throughout the park and numerous staffed feeding stations in addition to the Orangutan Care Center, which currently is in the process of rehabilitating 330 young orangutans preparing them for return to the wild. The majority of individuals are under 10 years old. The orangutans arrive in the OCCQ by confiscation from homes, rescues from black markets, entertainment industry, and abusive zoos.

Volunteering for OFI can have a big impact on your life and on the lives of the thousands of orangutans we fight to protect. Each year, OFI is grateful to receive many kind inquiries from volunteers willing to spend weeks, months, even years in Kalimantan, helping in the Orangutan Care Centre or in Tanjung Puting National Park.- Our short term construction volunteer program was created to provide a useful volunteer service to OFI's operations while allowing interested and dedicated citizens an opportunity to be involved in a productive way in the field.

Program Costs and Requirements:

One round-trip international ticket to/from the Coordinator's home country will be provided. The Coordinator's accomodation and food will be paid for by OFI.

The following documents are required from the Assistant Field Volunteer Coordinator prior to departure:

- Proof of vaccinations
- Negative tests results from the following diseases:
 - Hepatitis
 - Tuberculosis
 - HIV
- Proof of travel & medical insurance
- Signed work contract
- Signed confidentiality agreement

How to Apply: Admission to OFI's Volunteer program is competitive. To apply, please follow these steps:

1. All applicants must be members in good standing of OFI. To join OFI, please visit: www.orangutan.org. The fee is \$35 for a student or senior membership.
2. Download and fill out the long-term volunteer application form here: <http://www.orangutan.org/how-to-help/volunteer/long-term-volunteering>
3. Submit the following documents to ofivolunteer@gmail.com
 - Proof of OFI membership
 - Cover letter
 - Resume
 - Two references

Applicants will receive a return reply from one of our volunteer committee members within two weeks. Please note that all of our volunteer committee members are themselves volunteers, so please be patient if there is an occasional communications delay.

Contact Orangutan Foundation International for more information!

Telephone Number: 310-820-4906

Fax Number: 310-820-4962

Website: <http://www.orangutan.org>

E-mail Address: ofivolunteer@gmail.com