



# Full-time Volunteer Coordinator

## Yayasan Cikananga Konservasi Terpadu

*Yayasan Cikananga Konservasi Terpadu (or Cikananga Wildlife Center CWC) is a non-profit organization dedicated to the conservation of wildlife and its habitat in Indonesia. The center was established on the 27<sup>th</sup> of August 2001, and is comprised of three programs: the Rescue Center the Conservation Breeding Center, and the Sustainability Program.*

*The Rescue Center (Pusat Penyelamatan Satwa Cikananga PPSC) aims to receive animals coming from the illegal wildlife trade, confiscation by the Indonesian Forestry Department, provide medical care and welfare to allow for rehabilitation with the goal to reintroduce them into their natural habitat. The Rescue Centre currently houses over 300 animals from 70 different species (mammals, birds and reptiles). The number and species at the center can vary depending on the confiscations from the government and the length of stay for each individual is dependent on their situation.*

*The Breeding Center (Cikananga Conservation Breeding Center CCBC) targets 6 species endemic to Indonesia which are endangered or critically endangered and at severe threat from extinction. It currently houses 5 bird species and 1 pig species, totaling over 200 individuals. The breeding center aims to protect these endemic species through captive breeding and reintroduction.*

*Cikananga's Sustainability Program works to improve the overall sustainability of the center, through food production on the organic farms, waste management and composting, and stabilizing soil erosion across the center. It also aims to increase community outreach to the local area to foster a sustainable agroecological farming approach.*

**Position type:** full-time position with growth/development opportunities

**Position duration:** 6 months (minimum), with compensation salary for expenses for the first 6 months. After probation time, if both parties agree to continue into a permanent position, official salary will be established (Non-profit Indonesian Salary)

**Probation time:** 6-month probation, with 3-month first evaluation and potential for extension probation period

### **Position summary**

We are looking for a full-time Volunteer Coordinator to run the volunteer/internship program. We are interested in someone willing to make a significant commitment to the development of the program. The volunteer coordinator will work closely with Cikananga staff (Managers, Medical team, Animal Keepers), and Volunteer Program Supervisor offsite (Wanicare Foundation). Main responsibilities are to recruit, train and supervise the volunteers and interns at the center.

This position is an excellent way to learn about new cultures, educate people, and work with wildlife by being a part of the conservation, rehabilitation and release work done at the center.



### **Responsibility of the volunteer coordinator:**

- First point of contact for volunteer enquiries, manages volunteers and interns on site and communicates with the facility staff about the volunteer program
- Manages volunteer/intern welfare and address concerns, along with management staff and the program supervisor, they might have during their stay
- Provides a positive, professional and safe working environment for all volunteers/interns and retention of volunteers/interns through recognition, regular communication, relationship building – generally makes them feel welcome and at home
- Works alongside our team of local staff and the Welfare manager and Head Keeper to identify the needs of the centre thus determine where volunteer help and intern projects can be utilised
- Email contact with volunteers and interns, interviews with interns about their internship assignments prior to arrival
- Placement of volunteers/interns through the volunteer booking system
- Arranging volunteer/interns payments for visa and accommodation costs and the collection of all documents for visa application and submissions to administration officer, who will apply for the visas
- Introduce new volunteers/interns to their work and explain formalities, assists with the training of new volunteers/interns. Ensures volunteers/interns follow policies and procedures
- Ensures interns follow the required assignments provided by their universities or assignments provided by CWC, and assists them in reaching their internship goals
- Arranges signing of CWC volunteer/internship contract, signing of university contracts, and provides the required university Assessment Form for interns, and volunteer/internship certificates before their departure
- Fortnightly volunteer/interns meeting to make sure work and all assignments are going according plan
- Collects and manage feedback from all parties involved in the volunteer/internship program, and shares feedback with Cikananga management and Program Supervisor to acknowledge strengths, successes and to make improvements for future
- Reviews volunteer management policies & procedures and provide recommendation for revisions (if necessary)
- Development of new internship assignments (can be published online) in deliberation with Welfare Manager and Program Supervisor
- Arranges activities for volunteers, like going to the waterfalls, cave, national park
- Regularly checks volunteer/intern supplies for both work and communal provisions
- Helps, if necessary, with groups (eco-tourism, education groups) and guests to facilitate them

### **You should be:**

- An excellent communicator with people of all ages and cultures, with a mature attitude
- A team player with strong leadership and decision making skills with the ability to motivate and encourage others
- Able to remain calm and efficient under pressure
- Flexible and able to take direction and accept feedback
- Friendly and personable, with excellent customer service skills



- Fluent in English, both spoken and written
- Physically fit and able to pass a medical assessment, if necessary
- Enthusiastic to work with animals and to work in a different culture and relish the opportunity of working in a challenging environment
- Tertiary study qualifications (required in order to supervise internships)
- *Preferable*; experience with animal husbandry (hands-on with exotic/non-domestic animals) and enrichment techniques

**Conditions:**

- Full time work, usually from 7 – 11.30 am and 1-4 pm for six days a week (one extra day off each month), flexibility as required and on-call availability for emergencies. Holidays are flexible and can be organized in consultation with associated members of staff.
- Free shared accommodation (private room in share house with 2-3 people, shared bathroom, kitchen and living room) located onsite at Cikananga. Water and electricity provided.
- Salary for the first 6 months is 3.000.000 rp, and visa costs will be covered by CWC. After probation time of 6 months and both parties agree to continue into a permanent position, official salary will be established (Non-profit Indonesian Salary)

**Are you interested in this job?**

Please email your CV and motivation letter, to the following email address:  
cikanangawildlifecenter@gmail.com