

FUNDAÇÃO TARTARUGA

Proteger as tartarugas marinhas e os seus habitats



We are looking for an ambitious individual to support our sea turtle conservation project as

Volunteer Coordinator

We are looking for a highly motivated person with very good people skills who always has a smile for our volunteers and is willing to listen to their questions and give his/her support.

Background

The Fundação Tartaruga was founded in 2012 on the island of Boa Vista (Cabo Verde) in response to large-scale slaughter of nesting female Loggerhead sea turtles (*Caretta caretta*). It is a non-profit organization, funded primarily through private donations, foundations and grants.

Our vision is a future where sea turtles and their habitats are sustainably protected, healthy, and safe from threat of extinction and destruction.

Our mission is to contribute to sea turtle conservation at our own project sites by cooperating with local communities to create a future where both sea turtles and people can thrive.

The sea turtle conservation project on Boa Vista operates on a number of different campsites to protect and monitor the population of the Loggerhead sea turtles (*Caretta caretta*), for which Cape Verde is the 3rd biggest rookery in the world.

There are currently 5 different bases around the island where teams are deployed to conduct night patrols and daily data collection with local employees and national and international volunteers throughout the nesting season between June and October.

The coordination and implementation of the whole program is done by our project management team based at the Fundação Tartaruga headquarter in Sal Rei, the capital of the island.

Fundação Tartaruga is part of an international network (Turtle Foundation) with partner organizations in Switzerland, Germany, Liechtenstein, Indonesia, USA and UK.

Job details

Title of the position: **Volunteer Coordinator**
Employer: Fundação Tartaruga
Job location: Boa Vista Island, Cape Verde, West Africa
Period of employment: 1st June – October 31st (5 months)
How to apply: volunteers@turtle-foundation.org

Fundação Tartaruga
Riba d'Olte, Caixa Postal nº 172, Sal Rei, Boavista, Cabo Verde
Tel.: +238 251 1439
E-mail: info@turtle-foundation.org

BCA -Banco Comercial do Atlântico
Número de conta: 82536622 10 1
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www.turtle-foundation.org

Duties

Each nesting season, our project for the conservation of Loggerhead sea turtles (*Caretta caretta*) on the island Boa Vista, Cape Verde, is supported by app. 50 national and international volunteers, mainly in the age between 20 and 30, who spend between 2 weeks and several months working with us. The volunteers are essential for our project and we need to make sure that their expectations and needs are met. At the same time, volunteers need supervision and guidance. The role of the volunteer coordinator is therefore of great importance for the project.

The volunteer coordinator will be in charge of answering contact requests via email with general questions regarding the project and processing applications. Since the application for volunteers is open before the volunteer coordinator starts to work, at the beginning he/she will be handed over the list of applicants for the upcoming season. Once the season has started and volunteers arrive, the volunteer coordinator will welcome them at the airport, provide the transportation to their camp sites and give an initial welcome talk.

Throughout the season, the position involves being present in our head office in Sal Rei for consultation hours as well as driving to our project sites regularly to speak to the volunteers and staff on site. Maintaining good communication with the rest of the team and pass on feedback is another important task of the volunteer coordinator.

This position requires a lot of patience and very good communication skills (written and spoken) in Portuguese and English. After an initial training phase, the ideal candidate should be able to cover his/her responsibilities independently. We are therefore seeking for an individual who can demonstrate experiences in a similar position, taking care of groups of young people. The volunteer coordinator has to be very well organized and familiar with office programs (word, power point, excel). He or she has to have a driving license and practice in off-road driving to be able to visit all project sites independently and provide the shuttle service for volunteers from the airport and back.

Main tasks:

1. Manage the applications

- Take over list of applicants so far for the upcoming season and make the final contacts before the volunteers arrive on Boa Vista
- Receive and process new online applications
- Respond to contact requests via email with general questions regarding the project



2. Volunteers on project site

- Prepare the volunteers necessary documents
- Pick up the volunteers and welcome them at the airport, provide the transportation to their camp sites and introduce them to the camp team (coordinators and volunteers)
- Communicate with coordinators about new volunteer's arrivals
- Communicate frequently with volunteers and ensure they are satisfied
- Conflict management
- Recurrent visits to the police for volunteer's visa extensions
- Handle health issues

3. Social Media and public relation

- Support content creation for Fundação Tartaruga's social media channels in cooperation with our Communication Officer
- Collect photos taken by volunteers and make them available in our database
- Write and edit a newsletter ("Turtle Times") every 2 month for our volunteers

4. Meetings

- Weekly team meeting with project management team, to give feedback about the volunteers in camp

5. Evaluation and Reporting

- Send out and collect feedback questionnaires from volunteers at the end of their stay and capture the results in an existing database for evaluation purposes
- Write a final report at the end of the season

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Qualifications and skills:

The ideal candidate possesses the following qualifications:

- Available for 5 months (1st June – October 31st)
- Must be fluent in Portuguese and English
- Carrying a driving license
- Proven previous similar experience (for ex. social work, street work, youth camps, leading youth groups)
- Excellent skills in dealing with sensitive issues and group dynamics
- Good skills in MS Excel, MS Word and MS PowerPoint
- Experience in working in an intercultural environment
- Flexibility to adapt to changing schedules as required

Benefits

Fundação Tartaruga offers a monthly payment of € 615 gross (458 € net) for five months (1st June – October 31st).

For a non-resident volunteer coordinator, coming from abroad or another island, travel costs for one return flight to Boa Vista can be reimbursed up to €500.

To apply

Send motivation letter with names and contacts of two reference persons, and curriculum vitae in english or portuguese to volunteers@turtle-foundation.org, with the title "Application Volunteer Coordinator - Applicant's name"

Applications with missing information will be considered incomplete and will not be processed.

For further information please visit: www.turtle-foundation.org

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