



TURTLE FOUNDATION VOLUNTEER COORDINATOR BOAVISTA, CAPE VERDE JOB DESCRIPTION

Contact: info@turtle-foundation.org

Period: May 1st to October 31st, 2020

Duties

Each nesting season, our project for the conservation of Loggerhead sea turtles (*Caretta caretta*) on the island Boavista, Cape Verde, is supported by approx. 50 national and international volunteers, mainly in the age between 20 and 30, who spend between 2 weeks and several month 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 and he/she is considered part of the project management team.

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.

The volunteer coordinator will be in charge of answering contact requests via e-mail 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 organised 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.

Further duties of the volunteer coordinator include:

- Write and edit a monthly newsletter ("Turtle Times") for our volunteers
- Collect photos taken by volunteers and make them available in a data base for further use in Turtle Foundation's reports
- Collect feedback questionnaires from volunteers at the end of their stay and capture the results in an existing database for evaluation purposes
- Admin Turtle Foundation volunteer's Facebook group

Benefits

Turtle Foundation offers a monthly payment of €600 for six months (May to October) plus free, shared accommodation in a flat in Sal Rei. Travel costs for one return flight to Cape Verde will be reimbursed up to €500.