

JOB SPECIFICATION
Elephant Orphanage Project - Volunteer Supervisor

Location: Kafue Release Facility, Kafue National Park, Zambia.
Start Date: As soon as possible
Duration of Contract: 12 months VOLUNTARY

This role would be ideal for someone looking to boost their CV in a wildlife related coordination role.

Roles & Responsibilities:

Primary

1. Design monthly placements for short-term volunteers – ensuring a balance between their skills and passions whilst matching them to the needs of the Kafue Release Facility
2. Supervise and support short-term Elephant Orphanage Project volunteers throughout their entire placement, including ‘meet and greet’ at the airport, escort them during their ration shopping. This may involve driving them between the Nursery in Lusaka and the Release Facility in Kafue National Park at the start and end of their placement as necessary. This is approximately a 7-hour drive so requires confidence when driving
3. Ensure the safety and wellbeing of short-term volunteers at all times
4. Produce regular Volunteer Programme updates for social media and marketing purposes
5. Media management: photographing, filming, supporting Keepers with photography, photo collation and storage
6. Identify opportunities for the expansion of the volunteer programme at the Kafue Release Facility
7. Support with local capacity building for the staff onsite e.g. English language, IT, photography etc with short term volunteer support

Secondary:

1. Management of Behavioural Observation Study (BOS) with short term volunteer and keeper support
2. Responsible for ensuring regular project updates are produced e.g blog posts/press releases for our partners, newsletter entries, keepers diary, volunteer blog etc (with support of volunteers and staff)
3. Assisting with monitoring keeper daily record keeping, and overseeing all data entry
4. Support with data handling and presenting data for reports and displays
5. Support with production of technical Project Reports (monthly, quarterly, annually)
6. Support with quarterly elephant updates, which will be sent out to donors
7. Support with the continued refinement of Standard Operating Procedures
8. Ensure the general cleanliness, order and upkeep of the Volunteer Area is maintained at all times
9. Provide support when there are visitors at camp for elephant viewing time or guests staying for a longer period of time, such as film crews and donors

Tertiary:

1. Manage the tent booking system at the Kafue Release Facility
2. Host visitors and guests to the Kafue Release Facility, ensuring their safety and wellbeing at all times
3. Support GRI’s Fundraising and Public Relations Team at nationwide fundraising events
4. Represent GRI with professionalism and courtesy at all times
5. Provide additional support to the Volunteer Programme and the Elephant Orphanage Project as needed

Benefits

1. Monthly Stipend
2. Basic food rations
3. All work-related transfers

The GRI-Elephant Orphanage Project (EOP) operates in partnership with the International Fund for Animal Welfare (IFAW), David Shepherd Wildlife Foundation (DSWF), Olsen Animal Trust (OAT) and the Department of National Parks and Wildlife (DNPW).

4. Communications allowance
5. Emergency evacuation and medical aid support
6. Basic onsite tented accommodation with use of a communal kitchen, living area and bathroom.

Essential qualifications, experience and skills required

- First Aid
- Cultural sensitivity
- Driving licence, confident with 4WD
- Whilst we'll make sure you get rest time, this is no 9 to 5 job and the right person will be sociable and enthusiastic
- A dynamic people person who enjoys the company of all ages and backgrounds
- Has superb organisation skills, a great team player with maturity, resilience and a great work ethic
- Ability to work independently
- Fluency in both written and spoken English
- Patience, flexibility and the ability to work in stressful environments
- Energetic, physically fit and able to endure field conditions for prolonged periods
- Proven interest in conservation, animal behaviour/welfare and research.

Desirable qualifications, experience and skills

- Previous experience volunteering in Africa
- Social media and marketing experience
- Experience in hospitality or tourism

Contact Information:

Please send all applications to Lisa@gamerangersinternational.org Please include a cover letter and CV with two referees. As soon as the right candidate is found they shall be appointed, so please submit your application as soon as possible.

Application deadline: open until post is suitably filled

Please note that due to the anticipated volume of applications we will only be able to respond to successful applicants.