

JOB SPECIFICATION
Community Outreach - Volunteer Supervisor

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

Roles & Responsibilities:

Primary

1. Design engaging and appropriate monthly placements for short-term volunteers
2. Supervise and support all short-term Community Outreach volunteers for the duration of their placements
3. Ensure the safety and wellbeing of short-term volunteers at all times
4. Ensure that the Volunteer Programme meets the needs of the local schools, women's groups and health clinics
5. Produce regular Volunteer Programme updates for social media and marketing purposes
6. Identify opportunities for the expansion of the volunteer programme in the Mukambi area
7. Provide introductions, cultural advice and translation services as needed
8. Help build local staff capacity within GRI (English Language, IT, photography etc.)

Secondary

1. Assist in the design and development of conservation education materials
2. Provide teaching support and administrative assistance to local primary schools
3. Build the capacity of local women's empowerment groups
4. Develop a successful market strategy for local women's empowerment groups
5. Produce regular Community Outreach updates for social media
6. Manage the tent booking system at Mukambi Camp
7. Host visitors and guests to Mukambi Camp, ensuring their safety and wellbeing at all times
8. Ensure the general cleanliness, order and upkeep of the camp is maintained at all times
9. Ensure that adequate rations are procured for Mukambi Camp each week
10. Maintain and manage a comprehensive itinerary of all Camp kit and equipment

Tertiary

1. Support GRI's Fundraising and Public Relations Team at nationwide fundraising events
2. Represent GRI with professionalism and courtesy at all times
3. Provide additional support to the Volunteer Programme, Community Outreach Department and Resource Protection Department as needed

Benefits

1. Monthly Stipend
2. Basic food rations
3. All work-related transfers
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
- Social and dynamic
- Spoken Nyanja or Tonga
- Ability to work independently
- Exceptional organizational skills
- Driving licence, confident with 4WD
- Fluency in both written and spoken English
- Experience developing and delivering skills training
- 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, international development, women's empowerment and/or primary education

Desirable qualifications, experience and skills

- Creative, empathetic and passionate
- Social media and marketing experience
- Previous experience working with disadvantage communities
- Previous experience volunteering in Africa
- Experience in hospitality or tourism

Contact Information:

Please send all applications to jeni@gamerangersinternational.org Please include a cover letter and CV with two references.

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.