



# Full-time Volunteer Coordinator

Yayasan Cikananga Konservasi Terpadu

**Location:** Cikananga Wildlife Center, West Java, Indonesia

**Position type:** Contract basis, with growth/development opportunities

**Position duration:** 1 year (minimum). 6-month probation time, with after 3-months the first evaluation and potential for extension of probation period. After probation time, if both parties agree to continue into a permanent position.

## **About Yayasan Cikananga Konservasi Terpadu (Cikananga Wildlife Center):**

Yayasan Cikananga Konservasi Terpadu (YCKT), also known as Cikananga Wildlife Center, is a non-profit organization committed to the conservation of wildlife and its habitat in Indonesia. Established on August 27, 2001, Cikananga is divided into three branches: the Rescue Centre, the Conservation Breeding Centre, and the Sustainability Farming Program.

- The Rescue Centre (Pusat Penyelamatan Satwa Cikananga - PPSC): Focuses on rescuing and rehabilitating animals confiscated by the Indonesian Forestry Department. The Centre cares for around 300 animals from 70 different species, including mammals, birds, and reptiles, with numbers fluctuating based on government seizures.
- The Breeding Centre (Cikananga Conservation Breeding Centre - CCBC): Specializes in breeding five bird species and one pig species that are endemic to Indonesia and endangered, with the goal of protecting these species through captive breeding and reintroduction efforts.
- The Sustainability Farming Program (Program Pertanian Berkelanjutan Cikananga – PPBC): Established in 2020, this program focuses on food production, organic waste recycling, and compost production. It aims to help local farmers transition to regenerative agricultural practices and support habitat restoration through agroforestry.

## **Position summary**

We are seeking a full-time Volunteer Coordinator to oversee our volunteer and internship program. We are looking for someone committed to significantly contributing to the program's development. The Volunteer Coordinator will collaborate closely with the Enrichment Program Coordinator, as well as with staff members, including Managers, the Medical Team, Animal Keepers, and the Volunteer Program Supervisor offsite (Wanicare Foundation).

Key responsibilities include recruiting, training, and supervising volunteers and interns at the center.

This position offers a unique opportunity to immerse yourself in new cultures, educate others, and work with wildlife, while actively participating in the center's conservation, rehabilitation, and release efforts.

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

- **Primary Contact for Volunteers:** Serve as the first point of contact for volunteer and intern inquiries. Manage volunteers and interns on-site and liaise with facility staff regarding the volunteer program.

- **Volunteer Wellbeing:** Oversee the wellbeing of volunteers and interns, addressing concerns in collaboration with management and the program supervisor throughout their stay.
- **Creating a Positive Environment:** Ensure a professional, safe, and welcoming environment for volunteers and interns, focusing on retention through recognition, regular communication, and relationship building.
- **Task Identification:** Work alongside local staff, including the Welfare Manager and Head Keeper, to assess the needs of the center and determine how volunteer and intern projects can be utilized effectively. Communicate with the Head Keeper and Welfare Coordinator to identify volunteer duties and center needs.
- **Enrichment Program Support:** Coordinate with the Enrichment Coordinator to determine volunteer requirements for Enrichment Programs and other related needs, and help with this program if needed.
- **Volunteer/Intern Communication and Placement:** Handle email communications with volunteers and interns, conduct interviews, and manage their placement through the volunteer booking system.
- **Visa and Accommodation Coordination:** Arrange payments for visa and accommodation costs, collect necessary documents for visa applications, and submit them to the administration officer for processing.
- **Orientation and Training:** Provide introductory presentations to new volunteer and intern groups, introduce them to their work, and assist with training. Ensure adherence to policies and procedures.
- **Intern Assignment Oversight:** Ensure that interns follow the required assignments from their universities or assigned by CWC, and assist them in meeting their internship goals.
- **Contract Management:** Oversee the signing of CWC volunteer/internship contracts and university agreements, and provide internship certificates and university assessment forms prior to departure.
- **Weekly Meetings:** Hold weekly meetings with volunteers and interns to ensure progress on assignments. Conduct individual check-ins with interns to discuss their assignments and provide supervision.
- **Feedback Management:** Collect and manage feedback from volunteers, interns, and staff, sharing it with Cikananga management and the Program Supervisor to highlight successes and suggest improvements (if necessary).
- **Policy Review:** Review volunteer management policies and procedures, providing recommendations for revisions as needed.
- **Development of Internship Assignments:** Collaborate with the Welfare Manager and Program Supervisor to develop new internship assignments, which may be published online.
- **Volunteer Activities:** Organize activities for volunteers, such as visits to waterfalls, caves, national parks, or diners and evenings out.
- **Supply Management and Facility Improvement:** Regularly check and manage volunteer and intern supplies for both work and communal provisions. Additionally, regularly assess volunteer facilities to identify neatness, any items that need replacement, improvement, or upkeep.
- **Support for Other Groups:** Assist, if necessary, with eco-tourism, education groups, or guest facilitation when necessary.
- **Animal Care and Enclosure Management:** Provide support in animal care and enclosure improvement when needed, assist in ensuring proper upkeep and attention to animal welfare, in collaboration of animal keepers, head-keeper and welfare manager.
- **Program Development:** Contribute to the continued development of the Volunteer & Internship program.



### **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 with access to a shared bathroom, kitchen, and living room, water, electricity and Wi-Fi) provided at YCKT.
- Salary: 3.000.000 IDR per month to cover accommodation expenses, 1 free meal (diner) a day. (Salary is reduced by 20% during the first 3 month of probation period). Official salary will be established (Non-profit Indonesian Salary) after one year.
- Visa costs, and once-a-year a flight ticket will be covered.

### **Are you interested in this job?**

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