

Volunteer Coordinator - Job Description

THE SANCTUARY

Tacugama Chimpanzee Sanctuary was established in 1995 by the Government of Sierra Leone, through the help of conservationist Bala Amarasekaran and the Conservation Society of Sierra Leone to rescue, care for and rehabilitate confiscated pets and orphaned or abandoned wild chimpanzees. It plays a vital role in conserving and protecting chimpanzees in the wild through education, communication and legal enforcement.

Tacugama is located 25 minutes from Freetown, the capital of Sierra Leone, in West Africa.

Everything we do starts with the chimps and transitions into wildlife conservation, research, environmental protection, advocacy, law enforcement, community preservation, and education and ecotourism development initiatives

THE VACANCY

The **Volunteer Coordinator** is responsible for managing and promoting Tacugama's volunteer program. This is a volunteer, non-paid position.

Volunteer Coordinator Responsibilities:

- Act as the immediate point of contact to the volunteers at all time
- Interview and assess the fit of candidate to the program together with the relevant department head.
- Handle all logistics and admin related to the program.
- Promote the volunteer program among Universities and relevant institutions.
- Maintain a connection with previous volunteers and keep their involvement in current Tacugama's activities. .
- Create and maintain a platform (such as a blog) where the volunteers can share from their experience.
- Meet with the current volunteers on a weekly bases to check on their welfare and satisfaction.

Volunteer Coordinator Requirements (Essential)

- Excellent administration and record keeping skills
- Good problem solving skills and ability to be adaptive
- Excellent communication skills
- Fluent in English (verbal & written)
- Computer literacy, including Excel
- A minimum of Bachelor Degree
- Patience and a willingness to work to different cultural values
- Experience in working in Sierra Leone- an advantage.
- Suitable candidates must be able to commit for a minimum of 1 year