



Volunteer Project Coordinator

Next vacancy: Dec 2014

ReefDoctor, a volunteer-based, marine conservation NGO working in the Bay of Ranobe, southwest Madagascar, is seeking an energetic and enthusiastic individual with a strong work ethic, positive attitude and good communication skills for the managerial position of Volunteer Project Coordinator for its Volunteer Programmes and base of operations located next to the fishing village of Ifaty.

The starting date for this position is as soon as possible with ideally having the chosen candidate out to country by mid December 2014.

The Volunteer Project Coordinator's primary responsibilities include, but are not limited to:

Project base Management

Managing day-to-day operations and logistics of the RD camp ensuring all facilities run smoothly and efficiently. Duties including, but not limited to:

- Management of electricity and water provision for all site staff
- Management of local cooking staff for the preparation of meals for all team members
- Ensuring practices in place for the good health and hygiene for all team members and camp operation
- Ensuring the general maintenance and up-keep of lodging, infrastructure and equipment (e.g. generators, outboard engines, etc.);
- Plan, prepare, and track weekly purchasing of supplies (food, fuel, water, equipment)
- Management of project site security

Volunteer Program

- Be the primary manager of the companies Volunteer Programmes - (EcoDiver (ED), Research Assistant (RA), Research Assistant and DiveMaster Intern (RADMs). Managing and coordinating the programs and all aspects thereof (i.e. introduction to project site, accommodation, dive training, science training, integration of volunteer's into on-going projects undertaken by the volunteer programmes e.g. coral gardening, reef surveys, reef mapping, seagrass surveys, kids club, environmental scholarship programme and those project outside the volunteer programmes e.g. Darwin Initiative sea cucumber and algal farming, fishermens catch assessments, etc.,
- Manage the day to day logistics of the volunteer programmes ensuring good communication between staff involved and the volunteers and interns.



Volunteer Project Coordinator

Next vacancy: Dec 2014

- Managing and coordinating the progression of volunteers/interns through the ReefDoctor volunteer programs (i.e. dive training, science training)
- To organise weekly volunteer programme planning meetings and staff meetings
- Organising activities, tours, involvement with other NGO projects for volunteers and intern/s
- To be responsible to ensure all volunteer staff, interns and volunteers look after all company equipment and property and responsible for maintenance, repair, replacement and day to day use/storage

Personnel Management

- Be the primary manager of the staff involved in the volunteer programmes (senior science officer, science officers, Dive Officers, volunteer and community development coordinator) ensuring they are meeting their job descriptions and objectives of the volunteer programmes
- To uphold and enforce the rules and regulations set down by the Dive Officers to all volunteer programme staff, interns and volunteers
- To uphold and enforce company's rules and regulations concerning company equipment, RD camp, local interaction and behaviour to all volunteer staff, interns and volunteers
- Ensuring ReefDoctor Safety regulations are adhered to at all times by all volunteer staff, interns and volunteers

Communications

- Ensure the timely preparation of the ReefDoctor quarterly newsletter, Resources
- Encourage volunteers/interns to contribute photos and essays to the ReefDoctor Blog and website
- Provide translations of ReefDoctor promotional material as needed.
- To enforce and organise all volunteer staff members the ReefDoctor Communications Plan and remind staff of their reporting responsibilities

Science

- Develop fish, benthic, invertebrate, seagrass and other identification skills to the required level for ReefDoctor survey activities as and when instructed
- Participate in survey and research activities (using the pre-designed methodologies) for the project as and when requested and write up data and survey results as defined by the project's Senior science officer

Qualifications and desired skills



Volunteer

Project Coordinator

Next vacancy: Dec 2014

- Experience living or working in a developing country
- Educational background in conservation biology, international development, logistics and/or management
- Experience working with engines, generators and/or outboards is highly desirable
- Proficiency in French and/or Malagasy highly desirable – if lack skills willing to learn languages essential
- Experience in managing or coordinating projects and managing staff
- Ability to communicate effectively in a multicultural environment

Compensation

- A monthly stipend £100 a month paid local currency (=400,000 MGariary), salary increase after first 3 months possible.
- On-site lodging and meals, water, electricity etc.,
- On-site health/1st Aid expense coverage
- Dive training PADI open water to Rescue Diver – Possibility up to Dive Master
- A £600 contribution to travel/health/diving insurance
- A £500 contribution to travel expenses upon successful completion of a one-year contract.

This position is an excellent opportunity for a candidate who is interested in pursuing a career in international development/marine conservation and gain hands-on, field experience in the management of a nonprofit organization. A minimum of a one-year commitment is required, with the option for renewal.

The job is on a voluntary basis but the applicant will have to sign a standard employment contract on acceptance.

Please send your CV and a brief covering letter to Roderick Stein-Rostaing at staff@reefdoctor.org

Thank You