



# INFORMATION PACK

## INTERNATIONAL VOLUNTEER PROGRAMME

### (Port Elizabeth centre)



### ABOUT SANCCOB

The Southern African Foundation for the Conservation of Coastal Birds (SANCCOB) was established in 1968 and is a non-profit organisation whose primary objective is to reverse the decline of seabird populations through the rescue, rehabilitation and release of ill, injured, abandoned and oiled seabirds – especially endangered seabirds like the African penguin. In almost 50 years, SANCCOB has treated more than **95 000** seabirds and independent research confirms that SANCCOB's oil spill response actions alone have increased the African population by **19%**. In a non-spill year, SANCCOB treats up to **2 500 seabirds**, of which approximately **1 500 are African penguins**.

### WHY DOES SANCCOB NEED YOU?

With a limited staff component, SANCCOB relies heavily on the support of volunteers to achieve the mission of the organisation. Volunteers become an extension of the staff and are an integral part of the daily running of the centres. Not only do volunteers assist with the hands-on work with the seabirds, but also provide assistance in all functions of the centre such as marketing, procurement and fundraising. In short, we need volunteers like YOU to join our team!

### WHAT IS THE BEST TIME OF THE YEAR TO COME TO SANCCOB?

SANCCOB admits a variety of seabirds throughout the year. For each species, there are peaks and lows during the year. Unfortunately, there is no way to guarantee when these peaks and lows will occur. The information listed below is based on SANCCOB's admission data for our most common bird species from 2010 – 2016.

Species:	Peak period:	Common reason for admission:
African penguins	October – January	Abandoned chicks
Cormorants	January – March	Weak juveniles
Cape gannets	January – May	Weak juveniles and abandoned chicks (end of May)
Hartlaub's gulls	February - April	Abandoned chicks
Kelp gulls	January – June	Botulism
Swift terns	February - April	Abandoned chicks

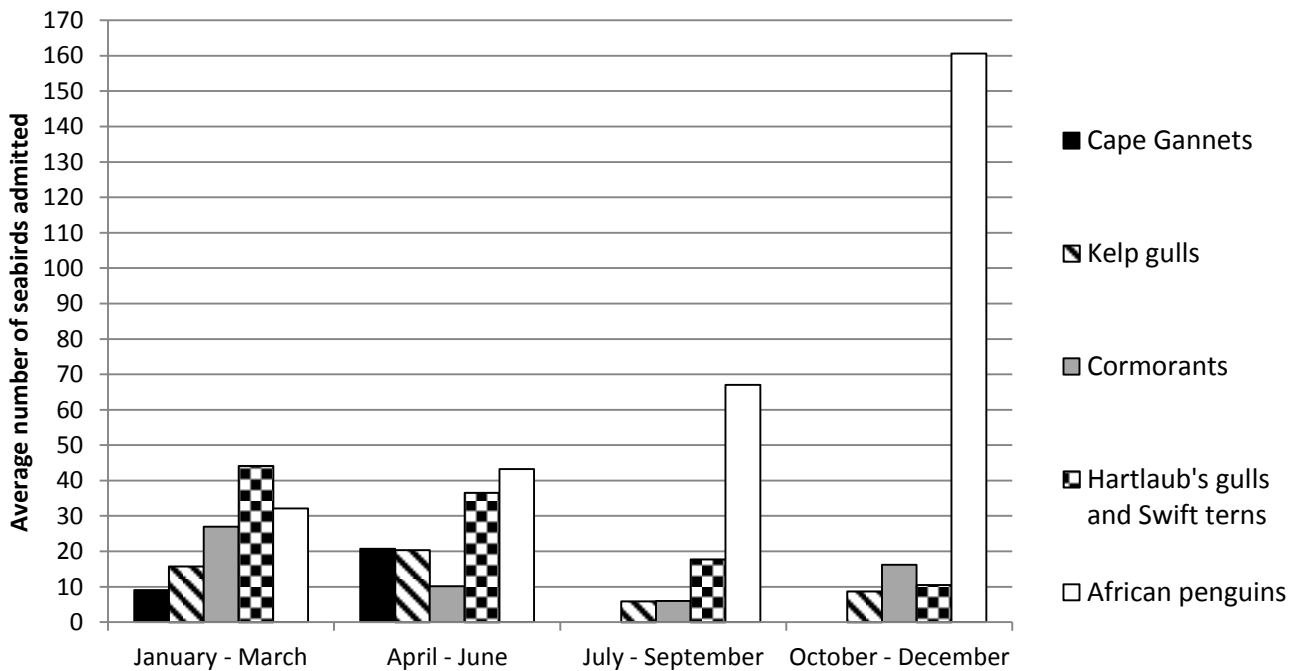
Physical Address: Cape Recife Nature Reserve (off Marine drive after Pine Lodge), Port Elizabeth, 6011

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## Average number of different types of seabirds admitted at SANCCOB (2010 - 2016)



## SHIFTS AND VOLUNTEER COMMITMENT

SANCCOB is open 365 days of the year and requires volunteer assistance throughout the year. International volunteers join the programme for a **minimum of 6 weeks** and on a **full-time basis**.

A monthly schedule is compiled by the Volunteer Coordinator, where volunteers will be scheduled to work a maximum of **5 days per week (including weekends and public holidays)**.

A normal working day is from **8:00 am to 5:00 pm\*** with a lunch break 1:00 pm – 2:00 pm and a short tea break in the morning and afternoon.

\*Some days may require volunteers to assist after 5:00pm, so your willingness to go the extra mile during the busy times will be crucial.

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## ACTIVITIES AND AREAS VOLUNTEERS WILL BE ASSISTING IN Birds (Monday – Sunday)

Activities/Task and responsibilities:	Expectations:
<ul style="list-style-type: none"> <li>🐧 Maintaining a high standard of hygiene and cleanliness in the rehabilitation centre</li> <li>🐧 Scrubbing and cleaning of bird enclosures, mats, crates and swimming pools</li> <li>🐧 Cleaning of equipment used in food preparation and feeding</li> <li>🐧 Washing and drying of laundry</li> <li>🐧 Assisting in maintaining the permanent bird exhibit (scrubbing rocks, raking sand and food preparation)</li> <li>🐧 Defrosting and preparing fish for a variety of seabird species</li> <li>🐧 Catching and handling of different seabird species</li> <li>🐧 Feeding (force feeding and free feeding) of different seabird species</li> <li>🐧 Hydrating (tubing) different seabird species</li> <li>🐧 Administering medication to different seabird species</li> <li>🐧 Assisting with bird release preparation</li> <li>🐧 Centre maintenance duties</li> </ul> <p>** Please note that duties are issued based on the volunteer's experience</p>	<ul style="list-style-type: none"> <li>🐧 Physically fit and able to stand for a full shift</li> <li>🐧 Comfortable with getting dirty</li> <li>🐧 Willing to work in all weather conditions, frequently outside</li> <li>🐧 Able to work in a team as well as independently</li> <li>🐧 Able to follow Standard Operating Procedures</li> <li>🐧 Be reliable and accountable</li> <li>🐧 Compassionate and caring nature with a love for seabirds</li> </ul> <p>** Be aware that this is not for the faint-hearted. The birds in our care are wild and will bite at any opportunity. Learning how to work with birds is a bit like riding a bike....the more you practise the better you become. Potential volunteers should, therefore, know that commitment is key to learning how to handle and feed birds.</p>

The different areas a volunteer could be assigned to each day are:
<ul style="list-style-type: none"> <li>🐧 <u>General</u> – Area responsible for laundry, fish defrosting, preparation of fluids/formula and cleaning of food preparation and feeding equipment.</li> <li>🐧 <u>Mats and Crates</u> – Area responsible for cleaning of large equipment with the use of a high-pressure hose. Example mats from bird enclosures and bird crates.</li> <li>🐧 <u>Pen 1 and Aviary</u> – Enclosures designated for flying birds that require daily cleaning of the enclosure and feeding of the birds (free feeding). Some birds may require hydration (tubing), medication or force-feeding.</li> <li>🐧 <u>Intensive Care Unit</u> – Staff and interns are mostly responsible for the care of birds in the ICU, but volunteers could be asked to assist with cleaning in ICU.</li> <li>🐧 <u>Rehabilitation pens</u> – Main enclosures for birds undergoing rehabilitation, mostly African penguins. Areas require daily cleaning and feeding birds (force feeding). Some birds may require hydration (tubing) and medication.</li> <li>🐧 <u>Home Pen</u> – Exhibit for permanent and long-term temporary birds at SANCCOB. Assisting in maintenance of the exhibit, include scrubbing rocks, raking sand and food preparation.</li> <li>🐧 <u>Jobs</u> – Various jobs required around the centre, crucial in the daily running of the rehabilitation centre. Jobs could include general maintenance or cleaning duties.</li> </ul>

\*\*Please note that duties are divided amongst all volunteers and everybody will be assisting in all the different areas during the week.

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## Administration (Monday – Sunday)

Activities/Task and responsibilities:	Expectations:
<ul style="list-style-type: none"> <li>🐧 Welcoming and assisting of visitors</li> <li>🐧 Assist in reception area (including telephone switchboard)</li> <li>🐧 Attending to 'Bird calls' (phone call relating to birds in need to rescue)</li> <li>🐧 Arranging volunteer drivers when required</li> <li>🐧 Assist with emails (responding and distributing accordingly)</li> <li>🐧 Filing and general ad-hoc administrative tasks</li> <li>🐧 Taking and distribution of messages</li> <li>🐧 Assist during setup and clean up before and after meetings</li> <li>🐧 Assisting with printing and copying when required</li> <li>🐧 Assist Procurement team in receiving deliveries</li> <li>🐧 Data capturing</li> <li>🐧 Assisting with weekly stocktake</li> <li>🐧 Postage collection and distribution</li> <li>🐧 Calling of suppliers for monthly statements, invoices and pricing of goods</li> </ul>	<ul style="list-style-type: none"> <li>🐧 Enjoy working with people and animals</li> <li>🐧 Work well under pressure</li> <li>🐧 Be friendly and polite</li> <li>🐧 Have a good telephone etiquette</li> <li>🐧 Work well in a team and independently</li> <li>🐧 Basic computer knowledge (including experience with Microsoft Office - Word, Excel and Outlook)</li> <li>🐧 Be reliable</li> <li>🐧 Have a valid driver's licence</li> <li>🐧 Keep a neat and tidy workspace</li> </ul>

## Fundraising (Monday – Sunday)

Activities/Task and responsibilities:	Expectations:
<p><b>Data entry &amp; Administration</b></p> <ul style="list-style-type: none"> <li>🐧 Enter visitor and supporter data into online database (Salesforce)</li> <li>🐧 Filing</li> <li>🐧 Thank you letter</li> <li>🐧 Tracking income from Individual Giving campaigns</li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>🐧 Assist in creating Penguin adoption packs</li> <li>🐧 Assist in management of tin collection programme</li> <li>🐧 Keep list of all collection tins</li> <li>🐧 Counting &amp; Banking</li> </ul>	<ul style="list-style-type: none"> <li>🐧 Have strong administrative skills</li> <li>🐧 Have attention to detail</li> <li>🐧 Be reliable</li> </ul>

## COSTS AND BENEFITS

- 🐧 The cost of the programme is R3000.00 for the 6 weeks (minimum period) with the opportunity to add additional weeks at R500.00 per week.
- 🐧 Get hands-on experience working with endangered penguins and other seabirds at the world-renowned SANCCOB Seabird Centre in Port Elizabeth, South Africa.
- 🐧 No previous experience needed. All required training will be done at SANCCOB

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- 🐧 Give something back to the environment and learn about different aspects of seabird rehabilitation; while actively partaking in the conservation of endangered seabirds
- 🐧 Develop skills in teamwork while meeting new people
- 🐧 Add this volunteer experience to your cv or resume
- 🐧 Free Volunteer t-shirt and name badge
- 🐧 Invited to participate in a seabird release (bird and weather depending) after being part of the rehabilitation process
- 🐧 Certificate of appreciation upon completion of the programme

## TERMS AND CONDITIONS

To join the SANCCOB volunteer team, you must:

- 🐧 Submit a Volunteer Application and Indemnity Form
- 🐧 Be at least 18 years of age
- 🐧 Consult your doctor before volunteering if you are pregnant, on medication or allergic to animal dander, or detergent. Persons with chronic respiratory ailments or impaired kidneys or liver should avoid working around crude oil
- 🐧 Have an **up to date tetanus vaccination**
- 🐧 Be fit and healthy enough to stand and work for at least 8 hours per day
- 🐧 A good understanding of the **English language** is essential
- 🐧 Be **cooperative** and **work as a team** at all times
- 🐧 Wear personal protective gear, as defined by supervisors per task, at all times
- 🐧 Follow Standard Operating Procedures as explained by the SANCCOB team

## PLEASE NOTE

- 🐧 The work is **very physical** by nature and you will be exhausted at the end of every day
- 🐧 The environment is **wet** and the majority of the work takes place **outdoors**
- 🐧 Volunteers should be prepared to work in extreme weather conditions (rain or heat)
- 🐧 SANCCOB is unable to provide accommodation, but we can recommend accommodation used by many of our past international volunteers

## CONTACT INFORMATION

If you have any further queries or concerns, please feel free to contact us using the details below.

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**Education Manager**

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