

Volunteer Co-ordinator & Dive leader – Perhentian Marine Project

Role

As the Volunteer Coordinator you will be responsible for the day to day training and collection of data – seagrass beds, FADs and Coral Reefs. You will be responsible for the training, data collection and input of the various types of data. Working with the Project Leader and your colleagues you will develop a practical program that introduces volunteers to key aspects of the research around the islands.

As part of a small team you are also expected to provide cover for your colleagues and as such should ensure you have a full understanding of their roles and responsibilities.

Minimum of PADI Rescue Diver or equivalent

Key Duties

Research

- Provide relevant and accurate research trainings to all volunteers.
- Continue the monitoring of data for quality and accuracy, if any decrease in quality then retraining shall be needed.
- Ensure data is input on a daily basis
- Provide project leader with charts and maps as they deem important
- Give ideas of other parameters that could be collected
- Help collect other aspects such as algal growths on the seagrass and health aspects
- Process data so that it can be used on posters etc
- Create posters, info graphics and displays that inform tourists about the implications of the research

Volunteers

- Ensure ALL program introductions and safety briefings are given with all applicable forms signed and records kept.
- Ensure ALL protocols and procedures are explained to volunteers prior to undertaking any activity.
- Monitor volunteers throughout the program with attention paid to safety, morale and participation.
- Facilitate volunteer meetings to gain feedback on the program and to identify key interest areas for long term stays.
- Identify and utilize individual strengths amongst the volunteers and your colleagues.
- Regularly review the program with your colleagues.
- Ensure the general upkeep of volunteer areas.

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- Ensure the upkeep of equipment used by volunteers.

Water Based Activities

- You are responsible for guiding volunteers through the water confidence session where you will teach volunteers, whom may or may not be able to swim, about responsible snorkeling and diving.
- You are responsible for the safety of the volunteers at all times when in the water and MUST ensure all suitable safety precautions are taken – buddy checks, suitable dive times and depths etc.
- You must ensure all volunteers are back on the boat safely

Conservation and Community

- Help with the collection of data from selected sites.
- Identify and implement opportunities for sharing data.
- Educate and inform dives centres and resorts so they can become more environmentally responsible.
- Collect data on number of divers per day per dive site.
- Host a weekly safety and awareness briefings and information booth at resorts around the islands.
- Involve in reef, beach and/or village clean up.

Blue Temple House

- You will be responsible for the up keep of Blue Temple House and do chores on a rota basis
- Ensure the volunteers keep the accommodation and outside areas in a clean and tidy state.
- Ensure bedding is changed on a weekly basis and that all new volunteers have clean bedding.

General Requirements

- Be a team player
- PADI Rescue or higher with at least 100 logged dives
- High level of water safety awareness.
- Attention to detail when it comes to research training, data collection, data input and research monitoring.
- Ensure a good level of communication between yourself, Project Leader and colleagues at all times.
- Undertake and demonstrate consistent planning of your workload and adhere to set deadlines.

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- Meet regularly with the Project Leader as the timetable of the project allows.
- Assist the Project Leader in completing Risk Assessments, Operating Procedures and programme content as required.
- Complete reports as required.
- Provide cover for colleague's leave and illness as required.
- Do as your Project Leader asks you.
- Ensure good financial management by detailing proposed and actual expenditure and filing receipts.
- Travel for the purposes of work following agreed timetabling and budgets.
- Provide **adequate notice** of any travel needed whether work related or personal.
- Must display a professional example to volunteers and colleagues at all times.
- Must adhere to all safety measures, protocols and procedures as directed by Ecoteer.
- Must notify Project Leader of issues that affect the completion of set tasks.
- You are expected to carry out daily house chores with the other staff on a rota basis.
- **Take on tasks in addition to the descriptions above as delegated by the Project Leader that are deemed fair, achievable within the present task load and within the person's capability.**

Personal Specification

- Excellent communication skills and confident public speaker.
- Excellent research data collection experience
- Good swimming ability and water safety awareness.
- High level of organization and ability to meet deadlines.
- Knowledge of the work of Ecoteer and marine conservation in Malaysia.
- Teaching experience and good working and living with children.
- Competent in using Microsoft Office.
- A flexible and adaptive approach.
- Must be comfortable in accessing assistance for a demanding role.

Benefits

- Free mixed dorm accommodation at the Blue Temple House in the Perhentian Islands Village.

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- 1 day off per week and a block of 7 days off every 90 days during the project season (February to November)
- All work related expenses (NOT TRAVEL TO OR FROM MALAYSIA)
- Free Wifi internet
- Written reference letter upon completion of internship (upon request only)

Start and End Dates

ASAP

PLEASE NOTE

We prefer longer durations and if you stay for the whole season, we can offer an allowance after probation period.

How to apply

Please submit your cv and cover letter to Adventure@fuze-ecoteer.com

Deadline

25th May 2017