

## **Vacancy at N/a'an Ku Sê Wildlife Experience**

An exciting and challenging opportunity is available for a **Wildlife Coordinator** to join our team. The successful incumbent will be based at the N/a'an Ku Se Wildlife Sanctuary, Farm Frauenstein No. 277, Khomas District, Windhoek, Namibia.

### **Overview**

We are seeking a dedicated and passionate Wildlife Coordinator to join our conservation team. The ideal candidate will be responsible for managing and coordinating volunteer activities focused on wildlife conservation and habitat restoration. This role involves training and supervising volunteers, as well as organising and leading volunteer events and projects. The Wildlife Coordinator will play a crucial role in engaging the community, fostering a sense of environmental stewardship, and supporting our organisation's mission to protect and preserve wildlife.

### **Main responsibilities (but not limited to):**

#### **Volunteer Training and Development:**

- Design and conduct comprehensive training programs for new volunteers, ensuring they understand safety protocols, project goals, and their roles.
- Provide ongoing training and support to ensure volunteers are equipped with the necessary skills and knowledge.
- Develop and distribute training materials, handbooks, and guides.

#### **Volunteer Management and Supervision:**

- Schedule and coordinate volunteer activities, ensuring optimal participation and effective project execution.
- Monitor and evaluate volunteer performance, providing feedback and recognition to maintain high morale and motivation.
- Address any issues or conflicts that arise, ensuring a positive and productive volunteer experience.

#### **Event Planning and Project Coordination:**

- Plan, organise, and lead volunteer events, including habitat restoration projects, wildlife monitoring activities, and community outreach programs.
- Coordinate logistics, such as transportation, equipment, and supplies needed for volunteer projects.
- Ensure all activities comply with organisational policies and safety standards.

#### **Administrative Duties:**

- Maintain accurate records of volunteer participation, hours, and project outcomes.
- Prepare reports on volunteer activities and project impacts for internal and external stakeholders.
- Assist in budget planning and resource allocation for volunteer programs.

### **Job requirements and skills:**

- Bachelor's degree in Environmental Science, Biology, Natural Resource Management, Nonprofit Management, or a related field.
- Minimum of 2 years of experience in volunteer coordination, community outreach, or program management, preferably in a conservation or wildlife-focused organisation.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to inspire and motivate volunteers.
- Proficiency in Microsoft Office Suite and volunteer management software.
- Knowledge of local wildlife and conservation issues is highly desirable.
- A valid driver's licence.

#### **Remuneration:**

- A competitive salary package coherent to experience and qualification
- Meals and accommodation are provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

**Closing date for applications:** 01 November 2024

To apply for this position, please email your CV to [jobs1@naankuse.com](mailto:jobs1@naankuse.com). Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

The reference should be **Wildlife Coordinator at N.W.E.**

CVs with incorrect subject lines will not be considered

Only short-listed candidates will be contacted