

Interpretive Services Volunteer – International **Charles Darwin Foundation for the Galapagos Islands**

Start Date

Please inquire. This is an on-going opportunity and available opportunities may arise one or more times per year based on current volunteer staffing levels.

Time

6 months

Job Description Summary

The **Interpretive Services International Volunteer** will assist with visitor and guide interaction opportunities at the Charles Darwin Research Station (CDRS) of the Charles Darwin Foundation (CDF). S/he will have a significant role in interacting with visitors and guides to the Station as well as helping develop materials and presentations that will further the understanding of Station visitors about the work of the CDF. The volunteer will work under the direct supervision of the Interpretive Services Manager and in close cooperation with members of the Directorate of Donor Development Relations.

Specific Responsibilities

- Act as an ambassador of the CDRS to visitors and guides.
- Perform functions to support the interpretive services program, primarily greeting guides and tourists, giving presentations about Galapagos and the work of the CDF and presenting the video – primary function; about 50% of the assignment.
- Implement data collection activities regarding site visitors such as demographic information and surveys.
- Coordinate tours for visitors that may require liaison with program staff.
- Provide other support to the VIP visitor program under the direction of the Development Manager or other assigned staff.
- Participate in public and media events held at the Station.
- Participate in fundraising efforts directed toward Station visitors.
- Interpretive Services operates 7 days a week so weekend work will be required, but still within a 40 hour work week.
- The above responsibilities will be shared in partnership with one or more other volunteers.
- May assist in the gift shop during peak hours.
- Other duties as may be applicable to the needs of CDF and/or the abilities and experience of the volunteer.

Qualifications

The volunteer must have advanced English language writing and speaking skills; Spanish skills highly desired. The volunteer must also have experience and/or education in the interpretation of environmental sciences or other science disciplines for public audiences. Excellent orientation to detail, the ability to perform her/his duties with enthusiasm and in a collaborative environment, proficiency in Microsoft Office applications such as Word and Excel are also required.



Work Relations

The Interpretive Services International Volunteer reports directly to the Interpretive Services Manager or designee. The volunteer will be based at the CDRS on Santa Cruz Island in the Galapagos Islands, Ecuador.

Conditions of Assignment

A volunteer assignment with CDF does not imply a continuing relationship with the volunteer beyond the expected duration of the assignment. His/her activity will be subject to the established terms in the Agreement.

The volunteer is expected to work 40 hours per week and the schedule will be determined based on the needs of the Interpretive Services program. This may include early morning and/or early evening hours, as well as weekends. Vacation or other time away from the Station may be requested in advance by the volunteer but will be subject to the approval of the supervisor.

The international volunteer is responsible for their own travel costs to and from the Galapagos Islands and their room and board costs during their stay. The volunteer must provide their own accident and life insurance coverage for travel to and from Galapagos and for the duration of their assignment in the islands.

The CDF will negotiate the entry permits to Ecuador, but will require the cooperation of the volunteer in their country of residence for coordination with the Ecuadorian embassy emitting the visa. The CDF will not request permission of a VISA in excess of the expected duration of the assignment.

Those interested should send their application form and attachments by e-mail (vol@fcdarwin.org.ec) or regular mail at the following address:

Fundación Charles Darwin
Program de Voluntarios y Becarios
Casilla Postal 17-01-3891
Quito – Ecuador

Please refer to this page for information about other requirements and application instructions: <http://www.darwinfoundation.org/en/get-involved/volunteer/international>.