



**JTP (MALAYSIA) SDN BHD**  
Kg Juara, Pulau Tioman, 26800 Rompin  
**Office Address:** No.11, Plaza RNR  
Jalan Abu Bakar, Mersing, 86800 Johor  
**Phone:** 09 – 419 3244 **Mobile:** 011 – 2900 2187  
**Website:** [www.juaraturtleproject.com](http://www.juaraturtleproject.com)  
**E-mail:** [contact@juaraturtleproject.com](mailto:contact@juaraturtleproject.com)

## **Job Description:**

**Position:** Volunteer Co-Ordinator

**Start Date:** February 2022

**Duration:** 12 Month Contract inclusive of 3 Month Probation\*

\*probation period will be unpaid

**Salary:** RM 1500 + Food & Accommodation at project site

### **Days Off/Leave:**

High Season (February-October) - 4 days off/month

Low Season (November-January) - 8 days off/month

Annual Leave - 14 days

Emergency/Medical Leave - 14 days (not to be combined with days off)

### **Key Task/Responsibilities**

- Managing communication with volunteers via E-mail
- Managing volunteer bookings
- Designing and implementing activities to help improve the volunteer program
- Communicate with management on volunteer numbers.
- Deliver orientation to new volunteers
- Help train volunteers how to carry out their tasks & activities JTP
- Supervise volunteer activities and ensure they are carried out safely

### **General Tasks/Responsibilities (All staff)**

- Assist with the range of tasks and activities being carried out as part of the daily running of the project; cleaning, recycling, construction, interacting with local people or tourists etc.
- Support of other program leaders. Eg Coral Rehabilitation, to help them achieve their goals when additional labour or expertise is required.
- Assist the project manager in the application for grants
- Be a point of contact for volunteers both professionally and socially
- Lead volunteers in activities both practical and educational
- Assist in the running of school programs and activities
- Take part in daily/nightly beach patrols
- Relocate eggs and record data

## **General Requirements**

### **Experience**

- Must have previous experience working in volunteer-based conservation.
- Must have First-Aid qualifications
- Preferred prior experience in outdoor education
- Preferred prior experience in working with school children
- Preferred understanding of sea turtle conservation, coral reef and marine ecology.

### **Skills**

- Must be fluent in written and spoken English
- Preferred fluency in written and spoken Malay
- Strong organisational skills: able to plan work for self & others with clear instructions and focused outputs.
- Good communication skills (both written and verbal): able to provide information to a range of audiences.
- Must be a strong swimmer, comfortable with ocean conditions
- Must be able to use computer software to generate: reports, spreadsheets and power point presentations

### **Behavioural/Personal Qualities**

- Must be able to work independently as well as part of a team.
- A problem solver able to balance needs within the constraints of the project's resources, labour force and/or funding.
- Able to be flexible and re-prioritise workload in response to changes in the project's needs
- Must have an engaging attitude, able to build relationships with diverse groups of people
- Strong commitment to conservation and passion for the natural world

This is a great opportunity to get involved with a small but rapidly growing organisation. This means that your work has a real impact on the success of the project. You will also be a part of the core management team and able to really contribute to shaping the future of the project.

If you feel you're the right person to be part of our passionate and dynamic team of conservationists, please send through a copy of your C.V. and a cover letter to us at: [Contact@juaraturtleproject.com](mailto:Contact@juaraturtleproject.com)

For More information about the project check out our website and social media pages:

Website: [www.Juaraturtleproject.com](http://www.Juaraturtleproject.com)

Facebook: [Juaraturtleproject.tioman](https://www.facebook.com/Juaraturtleproject.tioman)

Instagram: [Juaraturtleproject](https://www.instagram.com/Juaraturtleproject)