



JOB SPECIFICATION

GAME RANGERS INTERNATIONAL - CAMP HOST

Roles & Responsibilities

Primary

1. Create a 7-day day itinerary for each volunteer tour which covers Musa Camp and represents the skills of each volunteer and the needs of that camp. Supervise and support the volunteers and visitors throughout their stay at Musa Camp.
2. Form professional relationships with each volunteer and encourage long-term ambassadors of the organisation.
3. Ensure the safety and wellbeing of volunteers at all times, in accordance with GRI's Health and Safety mandates for each location.
4. Liaise with the Camp Managers to arrange volunteer duties and carry out necessary training of the volunteers to be able to undertake these duties safely and efficiently.
5. Conduct educational talks and undertake discussions with the volunteers on issues of conservation in general and GRI's holistic approach to conservation, specifically.
6. Provide hosting support when there are guests at camp, of which some staying for longer periods of time, such as film crews and donors, ensuring their safety and wellbeing at all times.
7. Utilising the volunteer's skills, support with capacity building for GRI teams. For example, organize English language classes, sports coaching, photography, IT etc.
8. Represent GRI with professionalism and courtesy at all times.

Secondary

1. Assist with the distribution of research findings by the volunteers, including but not limited to elephant behavioural observation of the orphan herd, biodiversity studies and cataloguing wildlife sightings via camera traps.
2. Support the grounds team with the gathering of footage and images of GRI Activities which are then collated and shared with programmes and communications team via Daily Flow and SharePoint.
3. Assist with regular project updates including blog posts, newsletter entries, keeper's diary, volunteer blog etc. (With support of volunteers and staff).
4. Under the guidance of the Camp Managers, provide support with production of project and site reports.
5. Assist with the production of regular Volunteer Programme updates for social media and marketing purposes, including regular update in the Volunteer WhatsApp group.
6. Identify opportunities for the expansion of the volunteer programme within GRI.
7. Work with camp staff helper to make sure tents are prepared and ready for arrivals. Inspection of tents and living spaces to be conducted to make sure all is in good working order.
8. Work with maintenance team to ensure the camp is always in good working order.
9. Working with the Volunteers and camp staff to ensure that the camps are kept clean and tidy when in residence.
10. Make the camp into a home. Create a sense of home and a welcoming atmosphere for all who visit there.
11. Anticipate the number of visitors expected and provide groceries and meal plans during that period.
12. Delegate duties at mealtimes, creating a sense of community and togetherness.
13. Support the camp kitchen as well as visitors kitchen.
14. Create and monitor a meal log for every day and every meal each month.
15. Create PPR's and manage funds as issued.

Tertiary

1. Assist with the tent booking system at each facility. Work with Volunteer Co-ordinator on this.
2. Host visitors and guests at any GRI facility, ensuring their safety and wellbeing at all times.
3. Support GRI's Fundraising, Marketing and Communications (FMC) Team at nationwide fundraising events.
4. Support GRI's team 'on the ground' with on-going, everyday tasks, when not hosting. I.e Research team, Community Outreach team.

5. Coordinate and lead volunteer activities in local schools, the Community Sports Centre, and GRI's women's groups
6. Build relationships with school administration and Women's Groups Chairladies to enable activity scheduling
7. Become familiar with the COP Education and Empowerment Resources
8. Taking into consideration the needs and desires of beneficiaries, and the individual skills and experiences of the volunteers, select appropriate activities/training for volunteers to facilitate
9. Capture photos/attendance/feedback on all activities facilitated
10. Provide cultural awareness to volunteers and visitors in preparation for community visits and assist with translation throughout
11. Assist the COP team with minute-taking at any community meetings hosted at Musa
12. Keep the FMC team updated on COP/beneficiary wishlists and be able to provide accurate information to volunteers as requested
13. Support the Comms Team with photography/information/interview requests
14. Coordinate with the HWC/Community Outreach Rangers to create COP Kafue South summary reports which can be shared with volunteer alumni.

Reporting line

1. In Camp – Facility Manager
2. Volunteer Co-Ordinator
3. FMC Manager

Staff to supervise:

1. Holistic volunteers (up to 5 per 22-day long placement)
2. Support camp managers with supervision of camp domestic helpers

Working conditions & Benefits:

1. Accommodation: Camp living provided while on duty with volunteers or visitors including comfortable safari tent, communal kitchen, living areas and bathrooms.
2. Leave and duties: While on duty you will be required to be flexible with your working hours, depending on the demands of individual camps, but based on achieving 8 working hours per day between the hours of 06:30 – 18:30. As a hostess, you'll be 'on call' whilst in camp.
 - a. 21/7 day rotation of work/rest respectively
 - b. Contact start date: 1st January 2025
 - c. First day on duty: 6th January 2025

- d. Probation period: 3 months - with option to extend to 9 months in accordance with Zambian Labour Law.
3. Remuneration:
 - a. Basic salary - TBA
 - b. Increase once probation has ended - TBA
 - c. Performance bonus - based on positive reviews from visitors/volunteers
 - d. A competitive medical insurance package will be offered
4. Leave days – 2 per calendar month, to be taken outside of volunteer placements.
5. An agreed and appropriate uniform to be provided and worn during working hours
6. Intellectual Property Agreement and Code of Conduct to be signed.
7. Meals will be provided while on duty. Food shopping to be carried out in coordination with the volunteer shopping lists and meals to be communal and shared to provide a warm and social setting.
8. Mobile phone and laptop or tablet to be provided.

Essential Skills:

1. Whilst we'll make sure you get rest time; this is no 9 to 5 job and the right person will be sociable, energetic and comfortable in the company of people for long periods of time
2. A dynamic people person who enjoys the company of all ages and backgrounds
3. Superb organisation skills, a great team player with a lot of enthusiasm, maturity, resilience, and a great work ethic
4. Previous volunteering or tourism experience
5. Cookery and food and beverage management experience
6. A strong interest in conservation, environmental education, animal behaviour and research, international development and/or primary education
7. First Aid Training
8. Cultural sensitivity
9. Ability to work as part of a team and able to manage people confidently and professionally
10. Fluency in both written and spoken English
11. Patience, flexibility, and ability to work in stressful environments and with potentially difficult personalities
12. Energetic, physically fit, and able to endure field conditions for prolonged periods
13. Rises early, before visitors to ensure all is ready for the day

Terms of reference:

Location: Camp Musa, Lake Itzhi Tezhi

Hospitality skills:

1. Food and beverage management
2. Cookery
3. Sociable and personable nature
4. Professional and firm, yet friendly
5. Organizational/logistical skills

Interests and other skills:

1. Wildlife Conservation
2. Community focus; Women's empowerment; Human-wildlife conflict
3. Ranger Welfare focus
4. Research focus - general biodiversity of flora and fauna surrounding camp
5. Support Community Outreach Programme