

## General requirements for volunteers

All volunteers must have an intermediate to advanced level of Spanish and be at least 18 years of age. We expect a minimum time commitment of 3 months and will give preference to volunteers who can make a longer time commitment.

Volunteering in the Amazon is not for the faint of heart. The weather is hot and humid. There are often many bugs and mosquitoes. River travel is not the most comfortable form of transportation, though it is the most common. You are expected to work hard, and when staying in indigenous communities, volunteers will not have running water or lush toilets. While volunteers will not be required to permanently live in the communities, they might be there for up to two weeks at a time. Flexibility and patience are also extremely important for our interns/volunteers. Things happen at their own pace here in the Amazon, and patience is definitely a virtue.

We therefore seek interns and volunteers who are physically, mentally and emotionally fit and do not back down from a challenge. That being said, the rewards of persevering and facing these challenges yield innumerable opportunities for growth and learning.



## Volunteer Coordinator

### Role and Responsibilities

- Manage the info@alianzaarkana.org emails: We occasionally get inquiries through our website and volunteer applications sent to this email address. Respond to these people promptly and forward emails that other staff should respond to accordingly. Communicate with potential volunteers and hold interviews, or field interviews to those in the relevant field of work (ie permaculture)
- Job Descriptions: Write up job descriptions/ adverts for new volunteers and organise them to be posted on the website and advertised via facebook/volunteer networks
- Communicate with future volunteers on preparations, arrival arrangements, room arrangements etc.
- Write/ Update/ Distribute PreArrival info Pack and Arrival Pack. Make sure the future volunteers are aware of cultural sensitivities, language knowledge, what to expect etc
- Attend Webinars where possible on how to manage volunteers (Global Giving and look out for others).
- Coordinate the present and future volunteers at Casa Arkana:
  - Manage the existing volunteers by conducting frequent checkins
  - Organise rooms, who is where/ when
- Act as/ Liaise With: Casa Mama: (On site volunteer coordinator and caretaker of Casa Arkana when Volunteer Coordinator is away)
  - Be the point of contact for volunteer coordination when Vol coordinator is absent.
  - Assure that the house and gardens are maintained to expectations.
  - Make sure volunteers feel supported and be the go to person for questions, help, advice
  - Organise House and Garden Mingas once a month (Community work days)
  - Organise celebratory dinner to welcome/ say goodbye to volunteers.
  - Oversee that everyone is paying their rent on the 1st of each month
- Be an advocate for CELEBRATION! So much wonderful work is always being done through Alianza Arkana and most people are too



busy to think about taking the time to celebrate (even just a moment will often do). Be the one who congratulates people on their accomplishments and acknowledges (genuinely) the great work being achieved. Suggest parties, ceremonies, or other ways that people can celebrate.

We are happy you are interested in coming to the Peruvian Amazon to collaborate with Alianza Arkana!

Please send the following information to [info@alianzaarkana.org](mailto:info@alianzaarkana.org)

- Your curriculum vitae or resumé
- A cover letter explaining in more detail your interest in partnering with Alianza Arkana
- A completed Volunteer and Internship Questionnaire (see details below)

Volunteer and Internship Questionnaire:

Please respond to the questions below, keeping each of your responses within the limit of 150 words.

- Name:
- Age:
- Position you are applying for:
- Describe what skills you possess that would be beneficial to our work.
- What experience do you have working with communities?
- What is your level of Spanish fluency?
- What experiences do you have working with diversity, and what have you learned based on these experiences?
- Describe a peak experience when you thought life couldn't possibly get any sweeter.
- What do you like to do for fun?
- How do you deal with conflict and discomfort?
- What do you want to teach the world, and what would you like to learn?
- What is your big vision?



**Alianza Arkana builds bridges. Communities lead**