

VOLUNTEER PROGRAM

Las Pumas Rescue Centre is a non-profit organization serving wildlife; within its principle objectives is to serve as a refuge for confiscated or injured animals (trying to rehabilitate them when possible to liberate them back into the forest); to function as an education and investigation centre with intention to spread consciousness about nature, giving the opportunity to foreign and domestic visitors to learn about the fauna in Costa Rica, especially that of felines.

Location: Las Pumas is located 4.5 kilometers from the town of Cañas, Guanacaste, on route to Liberia, near the Interamerican Highway.

Objectives: The Volunteer Program at Las Pumas is intended to collaborate with the objectives of the center; through the integration of focused strategies to conserve fauna like:

- Promotion and spreading of the conservation of fauna established by the Foundation
- Promote the respect of wildlife in Costa Rica
- Projects with the community with extended activities
- Collaborate with the care of the animals at the center
- Collaborate with the maintenance of the facility

Description of the program:

The Foundation will charge volunteer \$14 per day, this includes lodging and the right to the washing machine; as well this charge pays for the maintenance of the facility such as lights, water etc...

The program tries to enrich the volunteer's experience proportionately with the help given to the wildlife present at the centre and equally the enrichment while interacting with the Costa Ricans in an indirect way in the daily maintenance of the centre.

For years, volunteers have been a fundamental part of the environmental conservation here, whether planting trees or other field work, and for this reason the Hagnauer Foundation appreciates volunteers as part of our work team in the conservation of wildlife.

Possible Activities for Volunteers

I. ENVIRONMENTAL EDUCATION

1. Production of workshop materials in environmental education

- ✓ Educational board games and field games
- ✓ Illustrative panels about rainforest animals
- ✓ Educational visual aids
- ✓ Mural Painting of rainforest animals
- ✓ Illustrated information sheets (fill in the blank)

2. Maintenance of the interpretive paths

- ✓ Sweep leaves, collect dried branches
- ✓ Inventory of the attractions along the paths
- ✓ Pruning of plants and trees
- ✓ Maintenance and cleaning of signs
- ✓ Creation of educational posters for the windows
- ✓ Reforestation of trees around the center

3. School visits and interaction in discussions and workshops

- ✓ Share equally amongst teachers and students in workshops
- ✓ Collaborate and manage the workshop
- ✓ Help with different educational games
- ✓ Learn from the workshop about wildlife conservation
- ✓ Help raise consciousness about environmental protection

4. Library and Environmental Education

- ✓ Research the internet for didactic material to build a bibliography of environmental education
- ✓ Digitalization of bibliographical references
- ✓ Cleaning and organization of books

II. OPERATIONS AND MAINTENANCE

1. Help with the cleaning and repairs of the facility and viewing areas

- ✓ Cleaning of public areas in the green zone and kiosks
- ✓ Cleaning of the drainage canals
- ✓ Raking dried leaves and branches in the green zone
- ✓ Organizing of the recycling centre
- ✓ Selecting solid waste
- ✓ Separating solid waste
- ✓ Helping in the construction or repair of cages
- ✓ Painting handrails, animal pens
- ✓ Creating and installing signage

2. Maintain pathways and areas around animal pens

- ✓ Sweeping of the paths
- ✓ Cleaning of the window boxes
- ✓ Cleaning of water canals around the pens
- ✓ Raking of dried leaves, dead branches around the pens
- ✓ Installing signage created
- ✓ Helping construct and install platforms for the cats
- ✓ Repairing or Constructing sections of cement paths
- ✓ Cleaning the gardens

- ✓ Sowing plants in the green zone
- ✓ Collecting leaves to put into animal cages
- ✓ Helping the keeper cut, weigh and separate meat into boxes
- ✓ Cleaning the workshop, tool room and food storage room
- ✓ Cleaning and making order in the wood area

III. ATTENTION TO VISITORS

1. Reception

- ✓ Attending to visitors, guiding them
- ✓ Taking polls/surveys
- ✓ Monitoring behavior
- ✓ Picking up litter in parking area

IV. HELP CARING FOR ANIMALS

- ✓ Cutting up fruit and vegetables
- ✓ Preparing other food
- ✓ Cleaning of the kitchen afterwards
- ✓ Washing the feeder and water trays
- ✓ Selecting the fruit/ vegetables to be cut
- ✓ Cleaning the fridge
- ✓ Helping the keeper with the portions for each animal
- ✓ Cleaning the food storage room beside the workshop
- ✓ Helping weigh the meat and various other food
- ✓ Washing the utensils
- ✓ Cleaning the rabbit and guinea pig pen

V. ENVIRONMENTAL ENRICHMENT

This is to be coordinated with the biologist of the centre. Enrichment allows the animals to use their physical and mental abilities more in the use of their pen, reduction of repetitive, abnormal behaviors (pacing, excessive squawking, inactivity, self-mutilation, and/or aggressiveness). These activities require responsibility, dedication and time to develop.

NOTE: The work in each of these sections depends on the necessity at the moment and will be decided daily by the volunteer coordinator.

The volunteer will have a supervising coordinator who designs different tasks who will be evaluating his/her work daily; moreover, the coordinator will assign a tutor to oversee that routine tasks are performed up to standard by the volunteers.

REQUIREMENTS TO DO VOLUNTEER WORK

- To be older than 20 years
- To have medical and life insurance valid in Costa Rica
- Volunteers must work for a minimum of 3 weeks and a maximum of 3 months

- Volunteers must present a copy of their passport or birth identification
- Volunteers are to pay \$14 per day, which covers the lodging, water and lights as well as laundry facilities
- Volunteers must fill out a work application form at the center with a signature declaring that they understand the rules and exonerate the Hagnauer Foundation of any accident, loss or illness.

NOTE: Daily meals are at the expense of the volunteer and there are various options around the centre, a package can be arranged by the volunteer but cancellation is also his/her responsibility.

- **Restaurante Safaris Corobici:** safaris@racsa.co.cr (2669-6191) (\$15 three meals per day)
- **Restaurante Rincon Corobici:** reservas@rinconcorobici.com (2669-6262) (\$9 lunch & dinner)

Meal times

- Breakfast from 6:30 am to 7:30 am
- Lunch from 12pm to 1:00pm
- Dinner from 6:00pm-7:00 pm

REGLAMENTOS PARA VOLUNTARIOS

The updated rules are for every volunteer who registers at the Rescue Shelter Las Pumas with the intention of improving the work realized at the center. Any doubt or assurance needed, please ask the coordinator of volunteers.

1. All volunteers must sign the document "Registrant Form" in which they agree to follow the rules and any orders of the personnel of the centre.
2. Work times will be from Monday to Saturday from 7:30 am to 4:30 pm, Sunday being the day for rest.
3. Be at the disposal to collaborate in performing various tasks for the centre, especially helping personnel with guided tours, helping the keeper and maintenance people.
4. The use of the phone is exclusively for the personnel. If a volunteer requires use of the phone, he/she must have authorization and charge calls to a calling card.
5. In each department, there is a boss under which volunteers are to follow orders
6. It is not permitted to consume liquor or drugs or smoke cigarettes on the premises. This is cause for suspension of the volunteer.
7. No type of love interests are permitted within the organization'
8. Each volunteer will maintain daily personal hygiene
9. Use of the Volunteer's House
 - Be ready to share the house with others of both sexes and distinct nationalities
 - In the beginning, review the assigned lodging's inventory to corroborate that it is complete, if not tell the person in charge. At the end of the stay, ensure the said inventory is there. If anything is missing, it is up to the volunteer to replace it.
 - Clean the assigned room and make sure upon leaving that it is clean, organized and bring the clean sheets and keys to the coordinator.
 - Maintain the organization and cleanliness of the house during your stay
 - Dishcloths, towels, bath soap, shampoo and other personal articles must be brought by the volunteers

- Don't make noise during your stay due to the proximity of the quarantined animals requiring no contact with humans
- Personal objects should not be left on tables, chairs, nor boots nor shoes left around, for these there is an assigned area or your room
- For enrichment of animals, environmental education or maintenance, it is prohibited to use the kitchen, living or dining rooms
- Do not use kitchen utensils with animals or to wash clothes

10. Use of the Kitchen

- It is prohibited to cook in the kitchen during lunchtime as there are too many people, but breakfast is allowed from 6-7am and dinner is allowed from 6-7pm
- Volunteers clean up completely after themselves and put the dishes and utensils back in their proper place. It is not the responsibility of staff to clean up after the volunteers as this is not a hotel but must be shared equally amongst everyone
- Disconnect the appliances when not in use. There are electrical surges that can damage them
- Clean the blender, microwave toaster oven after use and clean up spilt food or drink immediately!

11. Use of the Bathroom and Laundry Area

- The washer can be used 1 time per week per volunteer with the help of the cleaning staff
- Common courtesy please! Clean the sink, the washing machine, the washbowls, the floors or anything else you use for the next person
- Hang clothes in an orderly fashion for others to use the line as well
- Don't put shoes or other big items into the machine as it damages it. If you hear a strange noise, turn the washer off to investigate; tell the cleaning staff
- In the case of misuse of the equipment, the volunteer must assume the repair costs

12. Quarantine and Clinic

- **This quarantine area is restricted to STAFF only**
- Not more than 2 people with authorization from the vet can enter
- if one volunteer is assigned to feed an animal or clean in the area, no other volunteer can enter
- For no reason can one volunteer assign another to be in charge of the quarantine area, only the vet and the biologist are in charge
- Use of the telephone or fridge is totally prohibited unless authorized
- Gloves, brushes, fans and other utensils in the clinic can be removed

13. Exhibition area

- It is prohibited to enter the pens without authorization of personnel
- Absolutely no touching of the animals
- Any activity in this area should be supervised
- All security measures should be taken if entering a cage
- Make sure all cages are locked and no materials are left in the cages
- Use long pants and closed shoes in the enclosures, not sandals.

14. Work with materials

- When it is necessary to use wood and other materials, check beforehand to see which tools are needed
- Using the saw, the drill or other dangerous tools is totally prohibited

- Tools should be given back to maintenance to be put in their proper spot, cleaned and dried
- Paint will be used only if necessary and in moderation
- Brushes need to be cleaned, dried and return to their proper place

15. Risks of Accidents

- In case the volunteer has an accident as a result of work within the center, Hagnauer Foundation takes the responsibility to bring him/her to the closest medical center, costs incurred thereafter are assumed by the volunteer
- The Hagnauer Foundation is not responsible for accidents that occur outside of Las Pumas, as well as in situations that have nothing to do with the center

16. Behavior

- The volunteer is to maintain respect and friendliness with workmates, other volunteers and workers in general. Harassment and disrespect to the personnel is cause for the suspension of the volunteer
- If the volunteer does not adhere to this rule, the center will suspend his/her stay
- In the case that a volunteer fails to comply with these norms, letters of warning then expulsion will follow, depending on the seriousness of the case

Acceptance contract of volunteer's rules

I _____ hereby wish to participate in the volunteer program at the Hagnauer Foundation Las Pumas.

I declare that I understand the rules and exonerate the Center from any loss or illness that could occur during my stay.

Signature: _____

Date: _____