



### **Application to be a volunteer, intern, or researcher**

Welcome, and thank you for your interest in working with BIOCOOR. We are an energetic organization with dedicated and hardworking staff and conservation workers. We welcome your talents and ideas, and will do our best to meet your interests and learning needs.

Most volunteers/interns will work either in our biodiversity conservation, climate change mitigation and adaptation, community based ecotourism, community based natural resources management, and biological science research projects but we are happy to accommodate applicants who prefer to help with other related program activities, such as grant writing, video design and development, and other professional inputs that help us in our vision and mission.

**Please complete the following application so we can match your needs accordingly.**

Name: .....

Application Date: .....

Email address.....

Phone number: .....

ID/Passport Number: .....

### **AGREEMENTS AND CODE OF CONDUCT FOR A VOLUNTEER, INTERN, OR RESEARCHER**

- The intern/volunteer must clarify his/her goals and submit them to **BIOCOOR** prior to being enrolled in the program
- All required paperwork, including proof of medical insurance, must be submitted and signed prior to participation in any program activities.
- A written work plan and schedule must be agreed upon and signed by **BIOCOOR** staff and volunteers. Any changes in responsibilities must be documented; and schedule changes must be discussed in advance.
- The volunteer must abide by all the rules of the program, as well as the host institution.
- The volunteer must treat all staff, conservationists, and beneficiaries with utmost respect and professionalism.
- Only individuals with biodiversity conservation, wildlife management, and wildlife tourism training may participate in collecting confidential biodiversity information.
- No funds may be exchanged between program staff and volunteers, except for reimbursement purposes.
- The volunteer may provide verbal or written constructive feedback and suggestions to program staff without fear of retribution.
- In case of more serious conflicts, the volunteer will notify the program coordinator.

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- The volunteer will meet with the assigned **BIOCOOR** mentor weekly to discuss goals, accomplishments, suggestions, work plan changes, and issues.
- Any publications or videos related to **BIOCOOR** require prior written permission, and access to the data and materials.
- The volunteer will provide a written summary of activities and achievements at the end of the time commitment
- The relationship may be terminated by either **BIOCOOR** or the volunteer at any time and for any reason after a satisfactory discussion.
- Interns who complete their agreed-upon term and objectives will receive a certificate of completion.

**Are You looking for an Online internship or On ground?**

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**Please give us your brief education/professional background:**

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**What skills will you offer to BIOCOOR?**

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**What are your expectations from BIOCOOR?**

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**How did you learn about BIOCOOR?**

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**What is your anticipated time commitment?**

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Hours per week \_\_\_\_\_ starting date \_\_\_\_\_ Ending date \_\_\_\_ Please submit a brief motivation letter and completed application via email to **determinedyouthbiocoor@gmail.com** with a copy to **angeish07@gmail.com** .

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**Examples of biodiversity conservation activities are (but not limited to):**

- Biodiversity conservation planning and management
- Animal and Plant identification
- Assist program staff with biodiversity data collection
- Provide feedback to staff for quality improvement
- Conservation Leadership Program
- Conservation Entrepreneurship Program

**Examples of climate change mitigation and adaptation activities are (but not limited to):**

- Work closely with the research staff and provide professional inputs in climate science
- Demonstrate sustainable adaptation and mitigation of climate change
- Work in developing adaptation and mitigation strategies to climate change to empower the people to cope with that issue
- Assist program staff with data collection
- Provide feedback to staff for quality improvement

**Work Plan**

The intern/volunteer/researcher will work with an assigned BIOCOOR staff to develop and agree on the work plan that will be submitted to BIOCOOR CEO for approval

The volunteer/intern/researcher ..... agrees to perform functions listed below to **BIOCOOR** with no expectation of monetary compensation, under the supervision of program staff. **BIOCOOR** agrees to provide direction, support, and opportunities for personal and professional development to the volunteer/intern/researcher.

**The rights of volunteer/intern/research**

- To be treated as a co-worker, not just free help.
- To a suitable assignment - with consideration for personal preference, temperament, life experience, education and employment background.

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- To know as much about the organization as possible - its policies, people and programmes.
- To training for the job and continuing education on the job-including training for greater responsibility.
- To a role description.
- To a place to work - a designated place that is conducive to work and worthy of the job to be done.
- To new opportunities and a variety of experiences - through advancement or transfer, or through special assignment.
- To be heard - to feel free to make suggestions, to have a part in planning.
- To recognition - in the form of promotion and awards, through day to day expressions of appreciation and by being treated as a bona fide co-worker.
- To sound guidance and direction.

**Volunteer/intern/researcher responsibilities:**

1. Fulfill agreed upon time commitments.
2. Discuss progress and engage in discussion of topics relevant to the operation and philosophical perspective of the office and functional area in general.
3. Carry out established activities and any additional responsibilities which are mutually agreed upon by the student/volunteer/researcher and site supervisor.
4. Conduct oneself in a responsible and professional manner.
5. Raise concerns with the site supervisor and seminar instructor if the objectives for the internship are not being met or if the supervision being received is inadequate

**BIOCOOR responsibilities:**

1. Follow up and evaluation
2. provide feedback and ethic work facilities
3. Certification at the end of internship

**Duration of contract:**

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

**Signatures:**

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\_\_\_\_\_

Volunteer Name/Intern name/Researcher name

BIOCOOR Representative

\_\_\_\_\_

Signature

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

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