



NATURE CONNECT
Changing lives through nature

NATURE VOLUNTEERS

VOLUNTEER

INFORMATION PACK

ADMINISTRATIVE COMPLEX

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CITY OF CAPE TOWN
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Making progress possible. Together.

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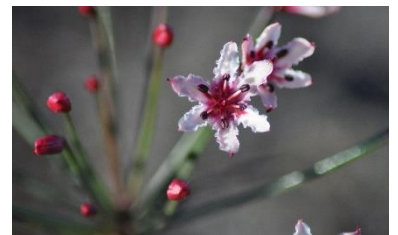
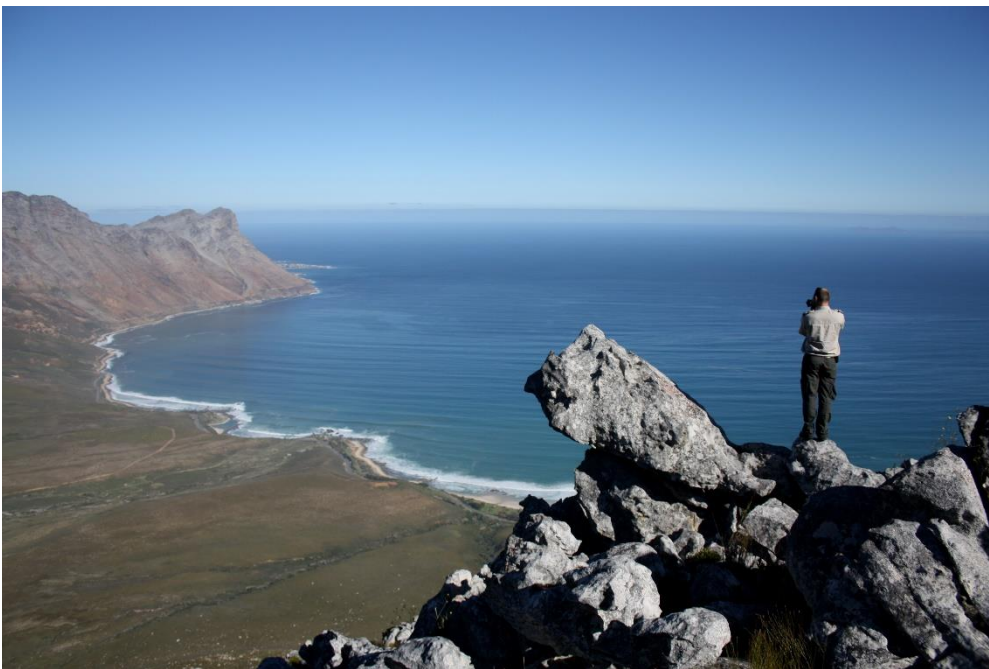
VOLUNTEER INFORMATION PACK: NATURE VOLUNTEERS

Introduction

We are delighted that you have requested information on volunteering at the City of Cape Town: Environmental Management Department, Biodiversity Management Branch. We are always in need of an extra pair of hands to assist our very worthy work of conserving our natural and cultural resources.

We ask that you **read through the information provided before applying and make selections on the TYPE of volunteer work that you wish to do and your PLACE of work.** Once you have decided on the best option suited to you, please complete the attached application form if applicable or contact the relevant organisation to apply.

Please note that each placement site has a maximum volunteer allowance (capacity) and to avoid disappointment we advise that you make your booking as early as possible. Volunteers are **NOT remunerated**. No stipend is provided and volunteers need to get themselves to the workplace and back at their own cost. There should be **NO expectation of future employment**.



Questions to ask before making a decision on volunteering:

- What type of work do I want to do?
- Do I prefer an outdoor or office setting?
- How long do I have to volunteer?
- How will I get to the nature reserve/organisation? Is there public transport?
The onus is on the volunteer to get to work and back.
- Where will I stay? (mostly relevant to international volunteers)
- What type of volunteer am I? (**read further**)
- What are my limitations? (e.g. physically disabled)
- What venue/nature reserve can fulfil my needs? (**read further**)



Code of Conduct

The following code of conduct is in place in order to afford the City of Cape Town and you an amount of protection during your voluntary work.

- Teasing or throwing objects at animals is strictly prohibited.
- Picking of or damaging any plants, animals, nests etc. is strictly prohibited, unless otherwise instructed by your supervisor
- No littering or dumping of rubbish
- No pollution of water
- No lighting of fires
- Trees may not be climbed
- Throwing of stones is not permitted
- When walking in the veld, use footpaths where applicable
- No hindrance or obstruction of any authorised officer in the execution of their duties
- No damaging or destruction of property, fences or natural objects (including no graffiti)
- No weapons, traps, explosives or any other object of that kind allowed. You may carry a penknife/multi-tool if approved by the manager on arrival.
- No disturbance, nuisance or hindrance to any visitor, animal, bird etc.
- With regards to visitors, adult volunteers are not to be alone with any child and no physical contact outside of formalised activities is permitted.
- Volunteers are not permitted to verbally or physically discipline learners or participants in any activity; this is the responsibility of the teacher or group leader.
- No use of alcohol or drugs is permitted; smoking is only permitted in designated areas, not in the public eye or during any activity involving visitors.
- No use of sexual, vulgar, obscene or insulting language and no discrimination against individuals of any race, gender or religious, cultural and political backgrounds.
- No use of cell phones whilst running programmes or activities with visitors; or during meetings or when being issued with instructions.
- Volunteers are to be neat and presentable at all times whilst taking part in activities with members of the public.
- Volunteers are to wear suitable clothing at all times whilst on duty, they must wear and use any safety equipment or clothing provided and must comply with safety regulations, including no jewellery or accessories that could become dangerously entangled.
- No eating outside of prescribed break times, unless otherwise approved by the team supervisor or manager.
- No chewing/bubble-gum to be used at any time during activities with visitors.
- Volunteers are to be polite and courteous to visitors, colleagues and other staff at all times. If a visitor or colleague is rude or disrespectful report the incident to your supervisor or manager and never get involved in any exchange of insults or physical confrontation.
- Avoid bringing expensive items or carrying large amounts of cash. Look after cameras and cell phones and do not leave them lying around.

What type of volunteer am I?

CAREER-RELATED VOLUNTEER

The following volunteers would fall into this category:

- Scholars job shadowing (restricted to 3 days). A minimum age of 16 years applies. Parent must sign indemnity form.
- Relevant Work Integrated Learning students (examples include nature conservation students in their final year or environmental management students doing their 6 month practical).
- International students that are in South Africa under a student visa and are linked to a learning institution with a specified project to be completed.
- Students doing research through an organisation.

NON CAREER-RELATED VOLUNTEERS: SHORT TERM

Volunteers that are not linked to an educational institution that want to volunteer for a set period of time. This includes gap year volunteers.

NON CAREER-RELATED VOLUNTEERS: LONG TERM

Volunteers that are not linked to an educational institution that wants to volunteer on an ongoing basis.

YOUNG VOLUNTEERS / EXPERIENTIAL LEARNERS

Volunteers under the age of 16.

Other qualifying criteria

Following the criteria listed above (type of volunteer), the additional criteria listed below will also need to be met by the applicant.

- The relevant nature reserve/unit needs to have available space and capacity to host the volunteer
- The volunteer must be reasonably fit
- The volunteer must be over the age of 18 (job shadowing is excluded; the age limit here is 16 years)
- The volunteer must be able to speak, write and read English
- In some instances, a drivers licence would be necessary
- International volunteers must be covered by medical insurance

IF YOU ARE A CAREER-RELATED OR SHORT TERM NON CAREER-RELATED VOLUNTEER, **PROCEED TO POINT 1** BELOW. IF YOU ARE A LONG TERM NON CAREER-RELATED VOLUNTEER OR A YOUNG VOLUNTEER PLEASE **PROCEED TO POINT 2**.

1. CAREER-RELATED AND SHORT TERM NON CAREER-RELATED VOLUNTEERS

1.1 What type of work can I get involved in?

Tertiary/students will be placed at a nature reserve where they will participate in all the different tasks required in order to complete their final year of nature conservation or relevant degree, including research. In some instances, the volunteer may need to go outside the scope of the nature reserve for experience in a particular job stream. Please specifically state your educational component requirements in your application form to ensure that we are able to assist.

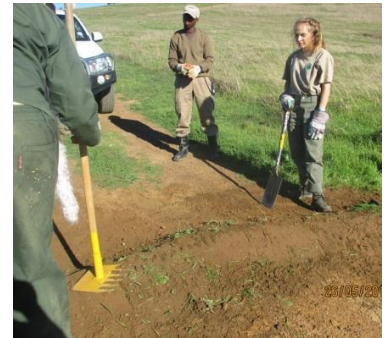
Specific research students can select a nature reserve/s where they would like their research to take place.

Job shadowing scholars will be placed at a nature reserve where they will participate in as many of the different activity streams possible

Non-career-related (short term) participants can select a nature reserve of their choice and apply for a specific stream.

Some activity streams include:

General conservation – various tasks that are needed for the running of a nature reserve. Some examples include gate duty, fence patrols, invasive species control, bird counts, monitoring and evaluation, communication etc.



Invasive species control (Invasives) – this activity stream specialises in the tasks involved in the removal of invasive species. It would include tasks such as hacking and quality control.

Administration – this includes administrative tasks such as filing, using computer programmes, reception etc.

Environmental Education (EE) – participants who are interested in this activity stream will assist environmental education officers with tasks such as teaching school groups, preparing lesson plans, venue bookings, making resources, taking groups on guided hikes etc.

Research – the tasks involved in the research will depend on the type of research being done.



1.2 Where can I volunteer?

Volunteers can select from a range of nature reserves that all offer general conservation, environmental education and invasive species control as an activity stream:

Nature Reserve	Headquarters location
Blaauwberg Nature Reserve	Otto du Plessis Drive, Blouberg
Bothasig Nature Reserve	(No volunteers required at this time)
Bracken Nature Reserve	Reservoir Road, Brackenfell
False Bay Nature Reserve	Zeekoevlei Section: Flowerpecker Road, Grassy Park Rondevlei Section: Cnr Perth Road and Fishermans Walk, Grassy Park
Steenbras Nature Reserve	(No volunteers required at this time)
Helderberg Nature Reserve	Verster Avenue, Somerset West
Kenilworth Racecourse Conservation Area	Rosmead Avenue, Kenilworth
Table Bay Nature Reserve	Grey Avenue, Table View
Tygerberg Nature Reserve	Totius Street, Welgemoed
Witzands Aquifer Nature Reserve	Cnr R27 and Dassenberg Drive, Atlantis
Harmony Flats Nature Reserve	(No volunteers required at this time)
Invasive Species Unit	Westlake
Edith Stephens Nature Reserve	Lansdowne Road, Philippi
Durbanville Nature Reserve and Uitkamp Wetland Nature Reserve	Racecourse Road, Durbanville
Zandvlei Estuary Nature Reserve	Coniston Avenue, Marina Da Gama
Wolfgat Nature Reserve	Education Centre: Pyrenees Street, Weltevreden HQ: Weltevreden Road, Weltevreden

Volunteers may opt to volunteer at a unit that specialises in specific activities:

Unit	Headquarters location	Speciality activities	Additional qualifications required
Monitoring and Evaluation	Westlake Conservation Centre, cnr Steenberg Drive and Ou Kaapse Weg	Data management tasks (database cataloguing and analysis), Field work to collect data, report and procedure collation and writing. Training (basic skills level for junior staff, students and interns)	A National Diploma in Nature Conservation or equivalent, including skill on biodiversity aspects and/or data management (more office-based work)
Habitat Restoration Facility	Westlake Conservation Centre, cnr Steenberg Drive and Ou Kaapse Weg	Field work, propagation, data collection, updating labels, care for particular plants in the facility, seed collection, seed cleaning, seed sowing, planting in field, Environmental Education associated with restoration	Just a keen interest in all things plant-related

1.3 How does the application to arrival process work?

Once you have decided what type of volunteer work you want to do, what activity stream/specific project you would like to participate in, **complete the application form and send it to nature.volunteers@capetown.gov.za.**

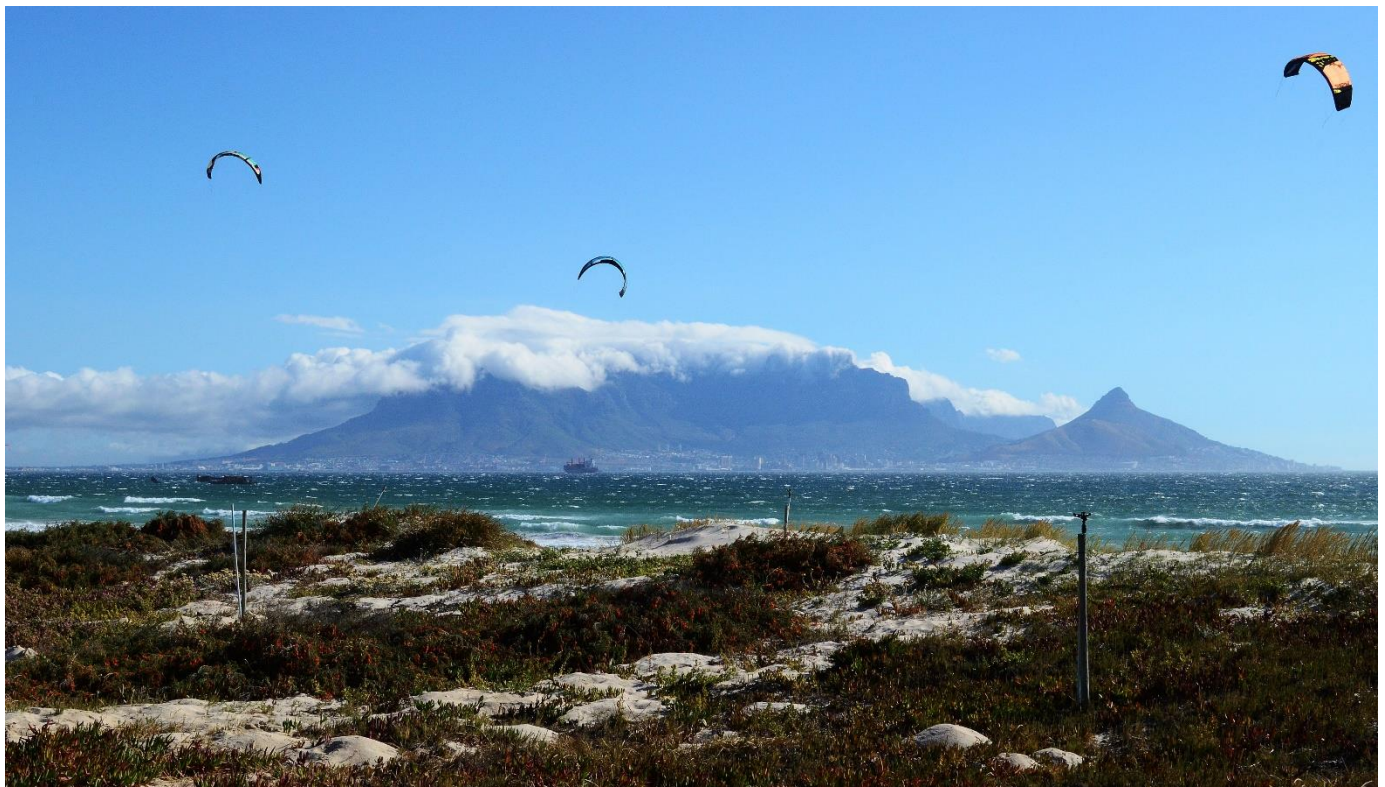
- Once we have received your application, if you meet the criteria, we will send your application to the relevant nature reserves representative who will proceed to process your application by sending it to Nature Connect. From this point you can contact them directly. We will cc you in on the email and include their details. Please allow at least 5 working days for confirmation.
- The relevant reserve representative will then let you know if your application has been successful. If so, they will send you a Nature Connect contract to sign, as well as an indemnity form if there is availability. Please allow at least 3 working days for this process.
- Once you return these documents signed, together with any supporting documents requested, the relevant reserve representative will send your signed contract and supporting documents to Nature Connect for finalisation.
- The relevant reserve representative will confirm your start date etc. once it has been signed off by Nature Connect representative. Please allow at least 2 working days for this process.

Please note that early application is essential. Ideally you should send your **booking form in at least two weeks prior to intended arrival. We are unable to process bookings that are not received on time.**

1.4 Why is my application taking longer than planned?

Please note that the following can hold up your application process; please ensure to meet the requirements below to avoid a hold up on your application. If not, the process could take much longer.

- Application forms must be filled out in FULL.
- Application forms must be SIGNED by the applicant in person (no electronic signatures).
- Contracts must be filled out in FULL, and signed in person.
- Send your application form in AT TWO WEEKS before you want to start volunteering.
- Ensure that your supporting documents have been sent (the application form indicates the supporting documents needed).



2. NON CAREER-RELATED LONG TERM AND YOUNG VOLUNTEERS

2.1 Young volunteers

We are unable to cater for volunteers under the age of 18 (job shadowing excluded, where minimum age is 16 years old). If you are under 18 and are not volunteering as part of a job shadow programme, **please book an activity based learning programme directly with one of our nature reserves.**

2.2 Non-career-related long term volunteers

If you would like to volunteer over the long term or on a continuous basis, **we recommend that you contact one of our partner organisations directly to join and begin volunteering!**

Organisation	About	Type of work	Area	Contact for application
The nature reserve "Friends" Groups	Friends Groups encourage communities to get involved with their local environmental projects and often provide a support function to nature reserves and/or nature areas.	Opportunities will vary depending on area, activity level and size of the Friends Group. Activities may include invasive species control, beach clean ups, environmental education, fundraising, events, etc.	Friends of Blaauwberg Conservation Area (includes Blaauwberg Nature Reserve)	Email: membership@bca.org.za <u>OR</u> chair@bca.org.za Web: www.bca.org.za Cell: 083 472 9478
			Friends of Rietvlei	Email: info@friendsofrietvlei.co.za <u>OR</u> visagenelis@gmail.com Cell: 082 777 5708
			Friends of Helderberg Nature Reserve	Email: helderbergfriends@telkomsa.net Tel: 021 851 4060
			Friends of Bracken Nature Reserve	Email: wooda@arc.agric.za <u>OR</u> alanwood111@gmail.com Cell: 083 287 1676
			Friends of Tygerberg Hills	Email: friendsofthetygerberg@gmail.com <u>OR</u> danesterhuyse@gmail.com + Cc: dijohnson12@hotmail.com

3. MORE INFORMATION

For more information of the City's Nature reserves visit: www.capetown.gov.za/naturereserves

