



VOLUNTEER PROGRAM

Las Pumas Rescue Center is a non-profit organization serving wildlife; within its principle objectives are to serve as a refuge for confiscated or injured animals (trying to rehabilitate them when possible to release them back into the forest); to function as an education and investigation center with intention to spread consciousness about nature, and to give 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 aims to contribute to the main objectives of a rescue center by integrating strategies focused on the conservation of wildlife; and allowing volunteers a unique experience in order to educate themselves about our wildlife to promote conservation.

Description of the program:

The Foundation will charge volunteers \$20 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 both through the help given to the wildlife present at the shelter and equally the enrichment given while interacting with the Costa Ricans in an indirect way in the daily maintenance of the center. For years, volunteers have been a fundamental part of the environmental conservation here 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:

- ✓ Provide guided tours in the Sanctuary
- ✓ Attend educational centers and organized groups
- ✓ Production of educational materials, informative signs, murals and games
- ✓ Collaborate in extension activities in communities or educational centers
- ✓ Update information of the Kiosk and the showcases of the trails

- ✓ Maintenance and actualization of the library

II. Maintenance of Infrastructure:

- ✓ Sweep the trails
- ✓ Collect dried branches and leaves in green areas
- ✓ Maintenance and cleaning of signs
- ✓ Clean public areas such as classroom and kiosks
- ✓ Clean drainage canals
- ✓ Organize the recycle center
- ✓ Paint handrails
- ✓ Clean the workshop, tool and food storage room

III. Maintenance of Animals:

- ✓ Prepare food for monkeys and parrots
- ✓ Wash feeders and waters trays
- ✓ Clean the kitchen and refrigerator
- ✓ Help prepare food for wildcats (weight)
- ✓ Wash the utensils
- ✓ Help the zookeepers in the distribution of food in the enclosures
- ✓ Clean the bioterium

IV. Environmental Enrichment: Enrichment allows the animals to use their physical and mental abilities to promote the reduction of repetitive, abnormal behaviors (pacing, excessive squawking, inactivity, self-mutilation, and/or aggressiveness).

- ✓ Help in the construction and repair of pallets
- ✓ Elaboration of toys for animals (coconuts with cow skin, stuffed bamboo, stairs for monkeys, rings of wooden cookies with small caps, etc.)
- ✓ This is coordinated with the Biologist of the shelter. These activities require responsibility, dedication and time to develop.

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

THE VOLUNTEER MUST BE CLEAR THAT THEY WILL NEVER BE IN DIRECT CONTACT WITH THE ANIMALS!

The volunteer will have a supervisor who will assign 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 be a Volunteer

- To be older than **20 years old**
- To have medical and life insurance valid in Costa Rica
- Volunteers must stay for a **minimum of three weeks** and a **maximum of two months**
- Volunteers must present a copy of their passport or birth identification.
- Volunteers are to pay **\$20 per day**, which covers the lodging, food is not included
- 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 Center, a package can be arranged by the volunteer but cancellation is also his/her responsibility. :

- *Restaurante Safaris Corobicí: safaris@racsa.co.cr (2669-6191)*
- *Restaurante Rincón Corobicí: reservas@rinconcorobici.com (4001-0662)*

Meal times

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

Rules for Volunteers in Las Pumas Rescue Center

The present rules are for every volunteer who registers at the Las Pumas Rescue Center 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 center.
2. Work times will be from Monday to Saturday from 8:00 am to 4:00 pm, Sunday being the day for rest.
3. Be at the disposal to collaborate in performing various tasks for the Center.
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, drugs or smoke cigarettes on the premises. This will cause for the suspension of the volunteer.
7. No type of love interests are permitted within the organization.
8. Each volunteer will maintain daily personal hygiene (take at least one bath a day).
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
 - Respect the schedule for meals, the kitchen is used also by the Staff of the Foundation.

- Clean up the utensils 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.
- 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.
- Gloves, brushes, fans and other utensils in the clinic can't be removed.

13. Exhibition area

- It is prohibited to enter the cages without authorization of personnel.
- It is absolutely prohibited to touch 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. Risk 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 should 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.
- The volunteer cannot receive visitors during the stay in the Organization.
- 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 Las Pumas Rescue Center. I declare that I understand the rules and exonerate the Hagnauer Foundation from any loss or illness that could occur during my stay at the Shelter.

Signature: _____ Date: _____