



Animal Welfare.
Worldwide.

VOLUNTEER COORDINATOR

Full-time / 45 hours per week. 24-month fixed term contract

LIONSROCK, Bethlehem, South Africa

FOUR PAWS is the global animal welfare organization for animals under direct human influence, which reveals suffering, rescues animals in need and protects them. Find out more about our sustainable campaigns and projects on www.four-paws.org.

Job Key Responsibilities:

- Act as primary coordinator for volunteer and student programmes.
- Manage participant communication from initial enquiry and booking through to arrival and completion of the programme.
- Manage communication with participants, agencies, and partners to ensure alignment with FOUR PAWS' mission and values.
- Build strong, lasting relationships with volunteers, students, donors, university groups and other programme partners during their time on-site.
- Develop and improve volunteer programme structures and relationships to enhance participant experiences and long-term engagement.
- Contribute to the development and improvement of student and volunteer programmes.
- Maintain accurate programme records, participant information, and administrative documentation.
- Act as House Supervisor, overseeing student and volunteer housing, ensuring compliance with LIONSROCK's accommodation policy, and supporting health, safety and welfare standards in residence.

Specific responsibilities:

- Coordinate bookings, enrolments, and logistical arrangements including accommodation, transport, and scheduling.
- Provide pre-arrival guidance and induction materials for volunteers and students.
- Provide on-going support during programmes, including volunteer welfare monitoring and issue resolution.
- Collect and analyse participant feedback to evaluate and improve programme quality.
- Maintain accurate programme records, databases, and reporting systems.
- Liaise with internal teams and external partners to ensure effective programme delivery.
- Contribute to alumni engagement and recognition initiatives to strengthen ongoing relationships.
- Support storytelling, content gathering, and communication to showcase volunteer and student experiences.
- Assist in the development of volunteer programme policies, procedures, and best practices.



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Your profile ideally illustrates

- Background in conservation, environmental science, tourism or a related field would be an advantage, preferably university educated.
- Experienced in volunteer coordination, student programmes, tourism, hospitality or working with international guests.
- Highly organised and comfortable managing multiple groups, bookings and deadlines simultaneously.
- Several years of experience as volunteer/student coordinator
- Self-motivated and able to work independently.
- Driver's license, preferably PDP
- Great affinity for animal welfare and FOUR PAWS vision and mission

Our offer includes:

- The opportunity to truly contribute to global animal welfare
- A multinational team with the spirit of being ONE FOUR PAWS
- An animal friendly workplace with a dynamic and pleasant job environment
- A modern leadership culture and promotion of training measures
- Birthday leave: extra day off to use around your birthday.

To apply, submit a motivation letter highlighting suitability to the role, a CV (both in Word format) and the contact details of three work related referees to rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date for applications: Sunday 25th September 2026