**JAGUAR RESCUE CENTER FOUNDATION**

**Community Manager Application Form**

**YOUR PICTURE**

**Arrival date: Departure date:**

**Full name:**

**Country of origin:**

**Passport number:**

**Date of birth:**

**E-mail:**

**Contact phone:**

**Address:**

Donation Fee:

Communication and Digital Marketing Internship program cost is $250 donation fee + accommodation in Jaguar Inn ($24 per night)

**For reservations made between August 1and December 31, 2025**

You will have to place 2 payments upon reservation in order to confirm your stay.

In any case of cancellation, we do not refund the deposit.

The other half of the payment you have to pay 1 month before your arrival.

In the case of a cancellation on the part of the volunteer, no refund will be given. The JRC is not  responsible for any unforeseen event that may cause you to cancel your booking. This includes viruses, disease, sickness, pregnancy, weather, act of nature, or any other event non-related to the JRC.

We recommend that you purchase a third party travel insurance in advance of your travel here in Costa Rica.

Occupation or academic qualifications (please, send us your CV):

Spoken languages (score from 1 to 5, where 1 = very low and 5 = very high)

|  |  |  |
| --- | --- | --- |
| **Language** | **Written level** | **Spoken level** |
| **SPANISH** |  |  |
| **ENGLISH** |  |  |
| **Other:** |  |  |

Why would you like to volunteer at the JRC?

¿Do you have any chronic disease?

¿Medical restrictions?

¿Allergies?

**It is obligatory to run a Tuberculosis test** to discard a transmission of the illness to the animals. If you haven’t run it yet, remember to do it before coming and bring a copy of the results, or you won’t be able to work with our primates.

Date of your tuberculosis test:

Results of the test:

Due to the Covid-19 situation, we reduced our volunteers' maximum capacity

For that situation, more than ever, we try to avoid contact with the primates. Only our staff works closely with them. You can expect to work with limited contact and under supervision with them.

**Details of your health insurance (in case of emergency):**

**Emergency contact person:**

# Volunteering to save wild animals comes to a risk, that we mitigate by training every volunteer and we require that every single one of our staff /volunteers comply with JCR rules about safety and respect to animals.

I hereby declare that I accept to volunteer/work in the Jaguar Rescue Center and that I understand and fully the risks related with this activity. ( )

I hereby promise to fulfill and respect all of the steps and requirements related with volunteer training and to comply with the rules that govern JCR. ( )

I hereby waive any compensation for all kind damage that may occur in my physical or moral concept, related with volunteering/working in JCR. ( )

I agree to not promote or engage in any action against the Jaguar Rescue Center, or against their owners or legal representatives, or against any person participating or assisting in such activities, or against any person or entity that is directly or indirectly involved, in any way, with activities related with volunteering/working in JCR. ( )

# JCR, volunteers and social media.

To promote **environmental awareness**, harmonious **relationship with native wildlife**, and to encourage the community to **protect our delicate ecosystems**, we regularly publish photos, videos and/or audios related with our activities. Such media content might include the image of our staff/volunteers.

It is imperative that volunteers understand that in order to comply with JCR policy and the Law of Conservation of Wildlife of Costa Rica, it is forbidden to take pictures of animals in contact with people.

# I hereby agree and understand that:

1. Photos and videos of me could be taken and uploaded to social media and/or our website. ( )
2. The use of mobile phones and electronic devices at the Center during working hours is forbidden. ( )
3. Volunteers/staff are not allowed to take photographs or videos during their workday. ( )
4. Use of these devices in the Coffee Shop or outside during break time is allowed. ( )
5. It is forbidden to take pictures of animals in contact with people and It is specifically forbidden taking pictures in the Veterinary Clinic and the Nursery. ( )

# Confidential Information

**JCR respects your privacy, and we will not disclosure your personal data to third parties without your consent.**

I hereby agree and understand that:

1. Volunteers and staff are not allowed to publish, or to provide to third parties, personal data without the holder's consent and/or JCR express authorization. ( )
2. Volunteers and staff are not allowed to publish, or to provide to third parties, information related with the activities of JCR and/or private communications/documents, without the JCR express authorization. ( )

# Anti-drug policy

We believe the JCR community and animals are safer in an environment free of drugs. Therefore, JRC has a very strict anti-drug policy and we do not tolerate drug consumption for the risks related with this practice.

If it comes to our knowledge that one or more of our volunteers/staff is related to any kind of drug consumption or distribution, is going to be directly expelled from the Jaguar Rescue Center.

1. I hereby declare that I understand and fully accept this requirement. ( )

# Policy Against Sexual Harassment

We have created the Policy Against Sexual Harassment to protect women against sexual violence and to enforce our commitment to prevent, report and punish any act of sexual violence and/or harassment committed in our facilities.

I hereby declare that I have read, understand and accept the terms JCRs Policy Against Sexual Harassment (webpage). ( )

**JRC Sanctuary Volunteers regulations**

**Organization and purpose.**

The relation of the volunteers with the JRC Sanctuary, is understood as a free benefit of services, selfless, benign and stripped from any occupational nature. Being based solely on the interest and commitment to the conservationist and environmentalist cause and to the principles of sustainable development.

All agents can participate in the volunteering program as adults over eighteen-years of age, a previous process of selection and acceptance and training established by the JRC. The JRC Sanctuary will keep an internal and updated record of all volunteers.

The volunteer will not be able to use their stay with our organization to perform personal, religious, political, associate or union activities.

**Training**

Volunteer training will be focused on their learning and will be instructed the following way:

* The training of the volunteers will begin on their arrival and during the optimum period to understand that they have been properly trained and have been able to achieve satisfactory instruction, rules and protocols that should be followed during their stay with the organization.
* There will be an update form and continuous evaluation of their training which will be led and followed every labor day at 7:30 am.

**Rights and duties.**

Rights:

Rights the volunteers have:

* Receive from the organization, help and acknowledgment of their rights, durties, responsibilities, limits and the general information of the zone where their volunteer service will happen.
* Receive the necessary instructions in order to perform their given tasks, together to fulfill the tasks assigned for the well-functioning of the organization.
* Provided the help and support from the officials where the volunteering service is developing.
* Receive a JRC ‘volunteer’ t-shirt when starting the volunteering program.
* Fulfill the necessary conditions in order to guarantee their stay and perform successfully and accordingly especially regarding the whole working team, the instructions received and other comforts as the appropriate break times, filtered water, coffee and a reserved area for them to keep their personal belongings (where we hold accountability and responsibility to protect them).
* Receive an appropriate treatment, kind and respectful from the staff team and other external partners, other volunteers and individuals, for their whole stay in the volunteering program.

Duties:

The following are the duties followed by the volunteers:

* Fill and sign the ‘Application form’ for volunteers which includes the approval of policies of the JRC Sanctuary on social media, confidentiality of information, Drug Policy and Sexual Harassment Policy.
* Volunteers are expected to have valid health insurance in Costa Rica, a negative test of the TBC, and a negative COVID-19 test.
* A correct immigration status.
* All individuals are expected to follow the rules given by the staff members and superiors during the length of their stay, as long as these are according to the regulations and will have to follow them faithfully, according to the work plan.
* Report barriers, limitations or difficulties they might encounter in order to improve them, and accomplish a satisfactory work place and environment.
* Use of the ‘volunteer’ t-shirt provided at their arrival during the length of their work in the JRC.
* Maintain an appropriate work environment and attitude of dedication, seriousness, respect, caution and attention as well as kindness with the rest of volunteers, staff members and public members during the length of their stay.
* Volunteers are expected to maintain all tools, equipment and material provided in perfect condition after their use, commiting to a correct use of them and in case of harm to the same to pay any reparations of replacements needed due to a mistreatment of the same, loss or other that might happen to all goods of the JRC during their stay.
* It is prohibited to use and consume inside the JRC Sanctuary limits toxic substances (alcohol, tobacco, Psychotropic or narcotic substances of any kind).
* Punctuality is expected on the arrival time and on their day to day activities.
* The use of mobile phones is restricted as long as they are performing activities inside the Sanctuary.
* It is prohibited to take photos or videos of the animals in direct contact with people (selfies) specifically taking pictures or videos in the whole veterinary and nursery areas.
* It is prohibited to have interaction with animals prone to human interactions and therefore teaching them incorrect behavior to their species (sounds, movements and others).
* No use of headphones to listen to music during their activities in the Sanctuary.
* Maintain at all times the doors closed.
* It is mandatory to wear covered shoes or boots.

**Faults and violations:**

The volunteers are responsible for their actions both civil and criminal. In the case of an underage individual, parents or tutors will be the legal agents for their actions and will take accountability for them.

The faults that deserve a sanction to the volunteer are the following:

* Violate their duties, obligations and prohibitions in the course of the document of regulations.
* Stay under the influence of toxic substances (alcohol, tobacco, Psychotropic or narcotic substances of any kind), during their volunteering tasks and duties.
* Committing assault, verbal harassment, or psychological harassment of any kind towards another individual.
* Taking selfies with animals or actions that can harm animals due to one's actions.
* Any other fault or violation that the administration finds relevant to take action and apply a sanction at the time occurred.

The business administration will analyze the sanction to impose to the volunteer that commits any of the previously mentioned faults and violations. A sanction will not be imposed without the affected being present and held a hearing from all interested parties.

The faults and violations are considered mild, severe and extreme.

Mild violations will be sanctioned with a warning or suspension according to the circumstances of the actions such as:

* Fail to inform the administration and organization of the existence of actions that can be a risk for individuals, goods and animals.
* Lack of conservation and appropriate maintenance of the material and goods that the volunteer might have had during their service and activities.
* Disobey direct administration members of the Sanctuary, which can lead to a defamation of words, actions and affect the labor of others.

It will be considered a severe fault and violation, the following:

* Refuse to follow the activities given by the organization and staff members.
* The use of material and infrastructures owned by the Sanctuary outside of the premises or for other activities not related to it.
* The volunteer damage, harm and extraviation of materials, goods, documents during their custody.
* Accumulation of three mild faults.

It will be considered direct suspension, as a consequence of a extreme fault and violation the following:

* Fail to follow without a justified cause the labor given.
* Observe a bad attitude or having been sanctioned previous times due to severe violations or faults.

I hereby declare that I have read, understand and accept the terms JRC Sanctuary Volunteer regulations. ( )

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Signature and date