



**SEEDS** Iceland

Grettisgata 3a

101 Reykjavík

IS – Iceland

[www.seeds.is](http://www.seeds.is)

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## **SEEDS Iceland**

### **Medium-term volunteering opportunities**

We are looking for a number of mid-term volunteers to join three different projects in Iceland.

These 3 projects are SEEDS local partner organisations already hosting short-term workcamps and would like to try hosting medium-term individuals ready to work with them this summer.

1. **Salvation Army** - Guesthouse & Volunteers Coordinator
2. **Pórsörk** - Cabin Wardens
3. **Nature & Heritage Centre** - Ranger

Please find detailed job descriptions below.

Please find further details and job descriptions below.

Application will be in the form of:

- Curriculum vitae (CV),
  - Motivation letter (ML) - Specific for the project(s) you want to apply for
  - Completed questionnaire (Q).
- <http://seeds.is/files/2012/seeds-interns-ltv-candidates-questionnaire.doc>

Applications should be submitted by **May 12th**. Selection will be made on May 16th

Applications will only be considered if the 3 documents (CV, ML & Q) are received fully completed.

Please state clearly which project you are applying for.

If you want to apply for more than one project, state clearly your project preference and availability of time.

Job is to start as soon as possible, the latest on June 1<sup>st</sup>.

Please send your applications via e-mail to [projects@seeds.is](mailto:projects@seeds.is)

More details about SEEDS and our activities can be found at [www.seeds.is](http://www.seeds.is)



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## General Information

General applicant requirements:

- Good English (Icelandic is not needed)
- Availability from June 2012 for at least 3 months
- A flexible attitude towards work and working hours
- Being able to work under stress
- Ability to adapt to a diverse type of tasks
- Good computer skills
- Good communication and interpersonal skills
- Good organizational skills
- Proven interest in volunteering
- Ability to work independently and in a team
- Ability to manage your own workload

What we offer:

- Food and accommodation
- Pocket money - Please read the project descriptions to find out more about the pocket money for your project of preference.
- A varied, fulfilling job, although you'll have to work under stress from time to time

What we do not offer:

- SEEDS does not cover your travel costs from your home to Iceland and back.
- SEEDS is not an alternative travel agency, our projects are not cheap holidays. We expect a high level of motivation from every volunteer, cooperation, flexibility and open-mindedness!
- SEEDS does not provide insurance coverage. You must obtain health and accident insurance for the whole duration of your stay in Iceland. European Health Insurance Card (EHIC) holders can access state-provided healthcare in Iceland at a reduced cost. Every volunteer from an EEA country should have a valid EHIC, and carry it with them when coming to Iceland.



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## Job Descriptions

### 1. **Salvation Army** - Guesthouse & Volunteers Coordinator

SEEDS is looking for 1 motivated volunteer aged 20+ to work at the Salvation Army guesthouse in Reykjavík.

The guesthouse is open 24/7. Nevertheless, the volunteer will not work night shifts. The work hours will be from 7am to 3pm maximum\* and from 8am to 4pm maximum\*.

As receptionist, the volunteer will work the 1<sup>st</sup> or 2<sup>nd</sup> shift. The volunteer will have 1 day off per week + every other weekend.

Projects for the long term volunteer will be:

- **Group leader**

The long term volunteer will be trained by the Salvation Army team, and will then train the SEEDS short term volunteers (5).

- **House keeper**

The volunteer will help the Salvation Army team to clean the rooms and common areas

- **Laundry**

The volunteer upon interest could take care of the laundry.

- **Cook**

The volunteer upon interest could cook for the guests (breakfast) and for the Salvation Army team (lunch)

- **Receptionist**

The receptionist takes care of the booking (online + phone) and takes care of the check-in and check-out. He/she answers guests questions and advises them during their stay at the guesthouse.

The tasks above are the main ones.

- **Support at the day shelter**

The day shelter welcomes people everyday. The team is preparing food and taking care of the facilities to allow the guests to rest, talk, take showers and relax while watching the television or playing games.

Left to his choice, the volunteer could be asked to support the salvation army team at the day shelter. The day shelter is open everyday from 12 to 17 pm to people with drugs or alcohol issues.



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- **Support with maintaining the second-hand shops**

The Salvation Army collects clothes and furnitures and sell them in one of its 5 shops in Iceland, 2 in Reykjavik.

Left to his choice, the volunteer could be asked to support the salvation army team at the shop. The shop is open from 1 to 6 pm on week days.

- **Initiative**

Upon his own initiative, the volunteer could be leader to create a new welcome book for the guests with for instance main tourists information, history of the guesthouse, links to learn more about Iceland, in English and in as many language as possible (upon volunteers nationalities).

Upon his own initiative, the volunteer could be leader to create a welcome poster about the Salvation Army Guesthouse which will be framed and placed at the guesthouse intrance.

**EXTRAS:** The volunteer will receive 12.000 kr. (Icelandic crowns of pocket money) per month from the Salvation Army.

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The Salvation Army runs since 1898 a popular guesthouse in the centre of Reykjavík.

The profit from its operation goes to the charity and social work of the Salvation Army in Iceland. By staying there, guests (mainly international travellers) are helping their projects that support people in need.

The Salvation Army is an international Church movement that currently works in over 120 countries and is known for its thrift stores and charity work.

In Iceland their social work is directed to support people in need or in difficult situation, mainly individuals dealing with drug or alcohol abuse, homeless, aid to refugees as with the elderly.

The long term volunteer will both work as a group leader and as a housekeeper for the guesthouse. The housekeeper/group leader is expected to take part in all duties relating to the day-to-day operations on location.

Reykjavík is the capital of Iceland, often called “the nightlife capital of the north”. But there is more to Reykjavík than pubs and clubs. Reykjavík also gathers the most interesting of Icelandic culture. It is an incubator of new ideas and styles which often indicates new global trends. It is an International city with a lively Cosmopolitan cultural scene.

The population of the city is over 200,000 including the metropolitan area, so two thirds of Iceland's inhabitants live here. Reykjavík is a dynamic, modern city which lives in harmony with beautiful nature, using renewable energy sources - geothermal power and glacial rivers.



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## 2. Þórsmörk - Cabin Wardens

SEEDS is looking for 3 motivated volunteers aged 20+ to work as cabin wardens in the Þórsmörk Nature Reserve; at the Volcano Huts.

The Volcano Huts are situated in the Þórsmörk nature reserve in Iceland, outside the main traffic routes and is only accessible by specially equipped vehicles or by longer or shorter walks.

It's encircled by nature barriers in all directions, glaciers, un-bridged glacial rivers, mountains and birch forests.

**WORK:** The role of a cabin warden can be demanding but is also a rewarding position for the right person.

The cabin wardens are expected to take part in all duties relating to the day-to-day operations on location and they will work shifts with other people and have time off during the season to travel and experience different parts of Iceland.

The tasks are of considerable variations where the volunteers will be given the freedom to impact positively on the visitor experience.

The tasks include the greeting visitors and reception work, guiding on short to medium long hikes, hosting of campfires, sales of services and products, Facebook and/or Twitter communication, restaurant assistance, maintenance work, housecleaning, trail making and maintaining and event organizing and assisting.

Free time can be used for hiking in the beautiful surroundings of Þórsmörk or relaxing in the hot tub or sauna bath. This summer major sporting events will occur and can be followed both in TV and online.

On longer breaks we recommend our wardens to take trips outside the location in order to fully enjoy the stay in Iceland.

**ACCOMMODATION:** Volunteers will stay in a fully equipped house; in a sleeping bag accommodation sharing rooms. Please bring your own sleeping bag.

**LOCATION:** Þórsmörk is situated in the south of Iceland between the glaciers Tindafjallajökull and Eyjafjallajökull. Þórsmörk is very popular amongst hikers.

A lot of different tours are possible, from hiking on the glaciers to trekking or smaller excursions.



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Due to the eruption at Eyjafjallajökull in the spring of 2010, much of the area was covered in a thick layer of volcanic ash. It took several months for nature to return to normal.

Þórsmörk is one of the brightest pearls on the string of beautiful areas of the country, surrounded by rugged and majestic mountains, glaciers and glacial rivers, decorated with small birch woods and silver lined with humming streams.

It is rather difficult to describe the charm of this area. It has been tried in the already existing literature with various results. The Icelanders appreciate Þórsmörk (The Forrest of Thor, the thunder god) very much and visit it frequently the whole year round.

Quite a few streams and rivers have to be forded to get there and no-one should attempt that without the company of experienced people. The glacial rivers are unpredictable and the fords change constantly.

**EXTRAS:** Volunteers will receive 18.000 kr. (Icelandic crowns) in pocket money per month, full board, fleece jackets, transportation to and from location at the start and end of shifts, assistance in arranging tours and travel plans in Iceland during off days and



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### 3. Nature & Heritage Centre - Ranger

SEEDS is looking for 1 motivated volunteer aged 20+ to work as a ranger and group leader in the Skálanes Nature and Heritage Centre in the East Fjords of Iceland.

**WORK/PROJECT:** Skálanes Nature and Heritage Centre is a family owned place of learning and guesthouse within its own 1250-hectare nature reserve, in the East Fjords region of Iceland. It is a place where tourism, sustainability and land management meet.

The position on offer entails being largely responsible for the day-to-day running of Skálanes as part of a small team.

We are looking for a confident person with excellent people skills, experience of working with groups and volunteers, good practical and land management skills and a passion for, and knowledge of, natural history and sustainability issues.

In return for your hard work and commitment we can offer the opportunity to live in a beautiful and remote part of Iceland, with accommodation and food provided. You will gain and develop many new skills whilst working with a range of varied and interesting people.

You will have the opportunity to expand your knowledge of natural history and to learn about and experience all aspects of animal husbandry and sustainable low impact farming.

#### **Responsibilities:**

- To interact positively with all visitors, such as paying guests, passing tourists, students, European funded exchange participants including professionals in their field, plus short and medium term volunteers.
- To work with groups; collecting them from the airport, welcoming and introducing them to Skálanes, helping with the delivery and facilitation of a pre-programmed itinerary of activities and discussions, and ensuring their stay is a comfortable, rewarding and memorable experience.
- To supervising both short and medium term volunteer groups to carry out various practical tasks and to support and encourage their learning through active involvement at Skálanes.
- To introduce paying guests and passing tourists to Skálanes and make them feel welcome. Serve coffees etc and process payments.
- To care for a small number of farm animals, including pigs, cows, ducks, chickens, bees and a dog. This will involve daily feeding and checking their welfare as part of a small team.



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- To carry out practical land management and maintenance of site infrastructure.
- To work alone, and with volunteer groups, to complete a range of tasks including: path maintenance and improvement, tree planting, ecological surveys, turf wall construction, stock fencing, once yearly beach clean and other tasks as they arise.
- To familiarise yourself with relevant information, such as Skálanes' policies and ethos; and the flora, fauna, geology, history and culture of the local area.
- To be motivated and involved in the direction of Skálanes.
- To help with housekeeping, including room changeovers, laundry, cleaning etc.
- To carry out kitchen duties as part of a small team, including preparation of a buffet style breakfast for guests, assisting in the preparation of main meals, and in the making of bread, cake, cheese, beer, ice cream and other homemade produce.
- To take care of Internet bookings and handle enquiries via e-mail and telephone.
- To safely use 4WD vehicles on and off road.

#### **What we offer in return:**

- The opportunity to learn and develop many new skills
- Networking opportunities with numerous people and various organisations
- Allocated time off
- Internet access & Mobile telephone for work related calls
- A friendly canine companion
- Food & Accommodation within the reserve.

#### **Person specification:** The successful applicant will be:

- Physically fit and able to negotiate rough terrain
- Able to commit to at least a month, ideally 3 months
- Able to work well both as part of a small team and independently
- Confident with all age groups and able to develop relationships quickly
- Good humoured and positive
- Able to use own initiative
- Conscientious, passionate and enthusiastic





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The successful applicant must be able to demonstrate the following skills, knowledge and experience:

**Skills:**

- Essential: Full driving licence
- Outdoor practical and basic DIY skills
- Basic cookery
- Desirable:
- Trailer driving experience
- Animal husbandry
- Bee keeping

**Knowledge:**

- Desirable: Relevant qualifications in environment, sustainability or tourism
- Holistic / systems thinking
- Permaculture
- Sustainability issues
- Natural history

**Experience:**

Essential:

- Leading or facilitating small groups
- Living and working in shared accommodation
- Outdoor working in all weathers
- Working with volunteers

Desirable:

- Service / catering industry