

Volunteers & Interns Handbook



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Welcome to Huilo Huilo Foundation **Volunteer & Internship program**

We are very happy to start this application process. We built this handbook specially for you to have an easy and smooth process. We encourage you to read it completely, you will certainly learn a little bit about our organization. We also include a summary of the application process and the documents you will need to fill in order to receive you here. It also contains an explanation of the four main profiles and last but not least important information about the general work and living conditions in our headquarters in Neltume, in the middle of the template forest of the beautiful south of Chile.

We hope to see you here as soon as possible to join our team and start working for this great cause.

FUNDACION  HUILO HUILO

About our organization

Historian

Huilo Huilo Foundation was created in 2004 with the aim of preserving this valuable heritage, integrating the surrounding communities, and tending to develop a sustainable future. To this end, we performed during these ten years of continuous operation , multiple scientific activities , research, conservation , restoration , dissemination, training and promotion aimed at ensuring the care , preservation and protection of nature and ecosystems of native forest, including our flagship project and successful reproduction south huemul in a controlled environment.

In other respects, we have consistently supported the educational, cultural, social and economic development of the people of Neltume, Puerto Fuy, Lake Neltume and surrounding communities through workshops of craft, crafts, various cultural festivals and related activities to promote tourism that sustains site development protecting nature and conservation.

Mission

Our mission is to protect and preserve the temperate rainforest integrating the surrounding communities in order to improve the quality of life for present and future generations. With this objective we develop scientific, educational and social programs aimed at changing old paradigms, encouraging small business and sustainable development of the area.

Vision

Our vision is that through the rescue of natural and cultural values present , the local community to develop a sustainable economy , to provide a better quality of life for its members , living harmoniously with the environment , basing its development in the valuation, conservation and dissemination of Temperate Rainforest , Aquatic Systems and other ecosystems present.

Project

In the genesis of this project, we conducted several “Expeditions Huilo Huilo” in which he invited a group of people with knowledge of nature, scientists and people from different disciplines, with a naturalist spirit and a great love for wildlife and values.

Step by Step of the Application

For you to really understand the application process and easily know what to do in every step of the way we present it in a simple format, we built a summary in the table below.

If you follow these simple steps you are going to be here in no time!

Don't worry you will know exactly what to do in every step of the application process this is a small summary.

STEP I

It is a welcome and the first exchange of information between the applicant and the Foundation.

From us you will receive: Volunteers & Interns Handbook and an Application Form
you must send us: Availability, CV, motivation letter, possible dates for interviews

STEP II

We will analyze your profile with what best suits your profile along with our needs here. You will have an interview with who will be your direct supervisor.

From us you will receive: Job Description, Deadline for interview and required Documents
your must send us: All the doubts you will need to solve doubts, documents

STEP III

The questions you have will be answered, the necessary documents will be signed and so ends the application process and filed pending.

From us you will receive: Answer all your questions, you must sign contract documents missing.
You must give us: Documents are missing, Scan commitment signed

Documents that the Applicant must submit

1. Insurance
2. Regular Student Certificate (only if Practice)
3. Application practice of the House of Studies at the FHH (only if Practice)

Documents sent by FHH that every Applicant must complete and forward

1. Condo rules
2. Applicant Form
3. Contract

Job Profiles

So, we showed you the process of the application. You are now ready to learn about the four profiles that we built. They are very different but they are all very interesting. We want you to know them and in the next days we will inform you with what profile you will be settled to work according to your CV, Motivation Letter, Length of stay, our priorities and the interview.

So, as we just said we structured our Volunteer and Intern program in four different profiles that are detailed below.

1) Rangers

Description

The work consists in living inside Huilo Huilo Biological Reserve and having the responsibility of taking care of the places where we have a native deer from Chile that is in dangers of extinction, scientifically named *Hippocamelus bisulcus*, and the common name Huemul. (If you want to learn more about Huemules let us know). This work is in the mountain with ours rangers in the wild. Don't worry; you'll have resting days down in Neltume in our headquarters.

Restrictions

You will have to pay U\$160 per month for your food and accommodation.

Minimum stay

One month

2) Tourism

Description

The work consists, on one hand in working in our coffee shops. But not like any other coffee shop you have visited it is the place where all the handcraft that the local people are producing it received. It is also a place where educative and scientific material is sold and also the menu is focused on local traditions. On the other hand we have the beautiful treks of flora, fauna and community tourism done inside the Biological Reserve and also around important places around Neltume.

Restrictions

Must speak English as second language.

Minimum stay

One month

3) Ecology and Botanical

Description

The work is focused in our organic garden. The main goal is to produce local seeds, medicinal herbs and flowers. We have two profiles inside the garden:

A) Hands-on work like Moving soil, planting native plant, fixing structures.

Restrictions

Good fitness

Minimum stay:

Week

B) With the community and in the garden giving technical support to the Garden Director in the creation of new projects, teaching new techniques and improving the current system.

Restrictions

Previous experience

Minimum stay

Two months

4) Projects

Description

This work consists, on one hand to be in charge of the creation of new projects in different lines focused in improving the organization management, community services and innovation. On the other hand, looking for national and international funds.

Restrictions

Must have after high school studies

Minimum stay

Two months



Important Information

Neltume

Closest town to Huilo Huilo with 2500 inhabitants. You can find restaurants, mini markets and other services. The capital of the region is Panguipulli, that is located 60 Km with a 45 minute ride from Neltume to Panguipulli.

How to get there?

Needs to take a bus to Panguipulli. Our logistics team will pick you up at the Bus Terminal and will take you from Panguipulli to Neltume. A two week anticipation of the date and time of arrival to Panguipulli is required for the pick up is required to concrete the pick-up.

Accommodation and Food

You can stay in foundation cabin paying \$100.000 CLP every month for accommodation and food. This benefit will be provided during the whole stay working for Fundación Huilo Huilo during labor or resting days. The cabin includes a fully equipped kitchen and constant firewood. The houses are shared with all the other interns, volunteers and Work & Holiday participants.

Outfit

Depends on the Profile.

In general you should be prepared for outdoor activities, cold weather, lot of rain and also to be comfortable inside a warm house next to a fireplace.

Clothes wash

The clothes can be washed inside the Foundation residence, there is a washer. You must use your own detergent.

Compromises

Internal condominium behavior rules.

Writing of a Review of the stay working in Huilo Huilo Foundation

Rights

Biological Reserve treks

Medical Insurance

Every participant of the program requires a Medical Insurance. This must be providing a document that certifies that is covered in case of any injury during the stay in the program.

Documents

Intern → University document asking for the internship, Medical Insurance, Regular Student document (certify that you are actually studying) and the Contract
Volunteer → Formal letter by the person in charge of the organization that represents the volunteer, Medical Insurance and the Contract

Dates

Day of arrival and Departure to Panguipulli

Day that your responsibilities start and end in Huilo Huilo Foundation



Next Step

Now, as we explain above we are in STEP I. Therefore, considering that you already read the Manual. Please fill the application form included in the mail and send us your CV and you motivation letter.

Thank you for applying to our volunteer and internship program!

Postulate, send an email fundacion@huilohuilo.com

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