



UPDATED 15/10/20

SUN BEAR VOLUNTEER GUIDELINES

A. OVERVIEW OF SUN BEAR VOLUNTEER DUTIES

1. What You Will Do

As a volunteer at our Samboja Lestari Sun Bear Sanctuary, located on the same site as our East Kalimantan Orangutan Reintroduction and Land Rehabilitation Program, you will join our experienced sun bear husbandry team, working under the direction of the Sun Bear Coordinator.

Our sun bear sanctuary accepts volunteers all year round, but only a maximum of 4 sun bear volunteers (typically only 2) can be accommodated at one time. The minimum length of stay for sun bear volunteers is 2 months, but volunteers staying for 6 months or longer will be given preference. Average working hours for sun bear volunteers are 07.00-16.00 Central Indonesian Time, but you may be required to work outside these hours if animal welfare demands it, including but not limited to 24-hour hand rearing of young cubs. Volunteers expected to work a minimum of 5 days a week.

Your duties will include:

- Cleaning of sun bear enclosures daily.
- Preparing and providing a balanced diet for sun bears daily.
- Preparing and installing enrichment materials for sun bears daily.
- Gathering and providing browse for sun bears every afternoon.
- Assisting with positive reinforcement training of husbandry behaviours for the sun bears under the direct supervision of our animal husbandry technicians.
- Assisting with the construction and repair of sun bear enclosures, enrichment materials, and other supporting infrastructure.
- Assisting in the rearing of young cubs in the form of bottle feeding, forest walks, and positive reinforcement training of natural behaviours.
- Recording and reporting all observations regarding animal husbandry and health, namely indicators of discomfort, disease, or injury.
- Assisting with the administration of treatments or drugs as prescribed by our veterinary team and as instructed by our Sun Bear Coordinator.
- Assisting the Sun Bear Coordinator to write reports on the sun bears and enclosure status each month.



- Following all of BOS Foundation's sun bear welfare and husbandry protocols, regulations, and policies.
- Reporting directly to and working under the guidance of the sun bear coordinator as the volunteer direct supervisor.
- Reporting to the Sun Bear Coordinator any concerns regarding animal welfare or husbandry or, in the instance of serious grievances, to the Program Manager.
- Adhering to the laws of the Indonesian Government and being sensitive to the social and working culture of Indonesia.

2. Sanctuary Conditions

- The Samboja Lestari Sun Bear Sanctuary is located in the reforested area of our 1,853-ha site which hosts our East Kalimantan Orangutan Reintroduction and Land Rehabilitation Program at Samboja Lestari, including the Samboja Lestari Orangutan Rehabilitation Centre. The sanctuary currently houses over 70 sun bears, most of which were rescued or confiscated from the illegal pet trade.
- With the support of our official international BOS Partner Organisations we completed the construction of 15 large, permanent sanctuary, semi-natural forest enclosures across 20 ha of land for the sun bears.
- The forest enclosures are contained by electric fences and connected with small indoor enclosures to facilitate the examination of the bears, while also providing shelter should they require it.
- While the forest enclosures are under construction, several sun bears are still housed in cages. Our aim is to eliminate the use of cages completely from the sanctuary, except in cases where they are used for shelter or veterinary care/examination.
- Working at this location in a tropical climate can be physically demanding, so it is essential that every volunteer is physically fit to work in this type of environment.
- Indonesia is situated on the equator, and therefore has a tropical climate consisting of wet and dry seasons. In Borneo, the wet season is usually October to May, and the dry season June to September. Sudden downpours and tropical storms are to be expected. The tropical climate means it is extremely humid during the day and warm at night all year round.



3. BOS Foundation Support Provided to Volunteers

- Information and assistance with the process of obtaining relevant visas and extensions (if required).
- Transport to/from Balikpapan Airport to/from Samboja Lestari.
- Accommodation, volunteers can choose between two accommodation options:
 - Standard room at our on-site lodge (Samboja Lodge; see www.sambojalodge.com for details), which will be provided at a volunteer rate of IDR 600,000 per night (shared occupancy room) or IDR 850,000 (single occupancy room), including three meals per day. The room may be shared with another volunteer depending on room availability. Each room comes with AC and a cold shower.
 - Standard room at our guesthouse or mess, which are generally shared with one other volunteer and are more basic than our lodge. These rooms are provided at a rate of IDR 150,000 per night. Volunteers must pay an extra IDR 15,000 per meal, but volunteers must make their own arrangements for food during the weekend (i.e. cooking). Each room comes with AC, a cold shower, and basic kitchen facilities.
 - For volunteers staying 6 months or longer, they have the option to stay at the guesthouse or mess, free of the daily charge, and instead pay a one-time maintenance fee of IDR 3,000,000 to cover airport transportation, cleaning, and repairs. They still must pay an extra IDR 15,000 per meal and must make their own arrangements for food during the weekend (i.e. cooking).

4. BOS Foundation Support NOT Provided to Volunteers

- Cost of return flights from your home country to Indonesia and domestic flights within Indonesia.
- Cost of visa, visa extensions, and all visa-related travel.
- Cost of clothing or supplies listed in Section E of these guidelines.
- Cost of accommodation outside of BOS Foundation working areas.
- Cost of personal medical/health insurance (possession of valid health insurance is mandatory to visit BOS Foundation working areas).



B. VOLUNTEER APPLICATION PROCESS

1. Submitting an Application

To apply to be a volunteer at our sun bear sanctuary, you must email to hello@orangutan.or.id with the subject line «Sun Bear Volunteer Application», and attach your CV and cover letter.

Our Communications Officer will inform you if we wish to move forward with your application and set up an interview.

2. Interview

Before we can confirm your place as a volunteer, you must conduct a Skype or phone interview. This interview is just to ensure that each volunteer is aligned with our mission and agenda, and to answer any additional questions you may have about logistics, the field conditions, or your duties.

The interview will be conducted as soon as your CV and cover letter have been approved.

C. VISA APPLICATION

If you are not an Indonesian citizen, you will legally require a Social Cultural Visa (Sosial Budaya Visa) to come to BOS Foundation as a sun bear volunteer. Please contact, or browse the website of, your nearest Indonesian Embassy for the requirements of this visa. BOS Foundation will provide all the necessary invitation/sponsorship letters upon your request. Send your requests for these documents to to process. Please note that it may take you several weeks to prepare the documents and the Embassy may also require 1-2 weeks to process your visa once all your documents have been submitted to them.

D. INDUCTION TO BOS FOUNDATION

All new volunteers arriving at the BOS Foundation must participate in an induction process, to learn about the profile of the organisation, and attend information sessions on our social and research ethics protocols. The induction process will take place immediately after your arrival to Jakarta and before your departure to Balikpapan.



1. Before You Leave for Jakarta

Firstly, you must read, abide by, fill, sign, and send, to hello@orangutan.or.id the following documents:

- a. [Ethical Guidelines & Codes of Conduct](#)
- b. [Orangutan Proximity Agreement](#)
- c. [Visitor Medical Health Test and Quarantine Requirements](#)
- d. [Waiver of Liability and Hold Harmless Agreement](#)
- e. [Visitor Compliance Statement](#)
- f. Proof of valid health insurance
- g. A scanned copy of your passport, including the main identification page and the page containing your visa

In addition to packing all the necessary clothing and supplies as outlined in Section E before you leave home,, there are several other steps you should undertake to ensure that your visit progresses as smoothly as possible. You should confirm that your phone is unlocked prior to leaving, so you can get an Indonesian sim card (the provider Telkomsel offers the strongest service at our rehabilitation centres) upon your arrival in the airport. Having an operational Indonesian sim card with data will allow you to use the four key apps that make your life easier in Indonesia, i.e. WhatsApp (for messaging home and BOS Foundation staff), Google Maps (to find your way around), Google Translate (to help you get your point across if you need to travel or buy food/supplies), and Grab, Gojek, and/or BlueBird (for booking motorbike or car taxis). Some providers in your home country may offer a roaming service, but these are generally more expensive than purchasing an Indonesia phone plan.

2. Arrival in Jakarta

After your arrival in Jakarta, you must go to our HQ Office in Bogor, a city that is located 1-2 hours south of Jakarta. We recommend, to save both time and money, that you depart directly from the airport for Bogor using the Damri bus (70,000 IDR) or taxi (300,000 - 450,000 IDR). You can also choose to travel to Jakarta to rest for a night before continuing on to Bogor.



3. Transit to our HQ Office in Bogor

Our Bogor Office is located at [Jalan Kumbang No. 31, Bogor 16128, West Java, Indonesia.](#)

If you take the bus to Bogor, you will disembark at the bus station outside Botani Square Mall (Terminal Baranangsiang). From there you can take a taxi or, if you coordinate with us ahead of time, have us pick you up. The same applies for if you arrive by train from Jakarta. If you travelled to Bogor by taxi, give them our address listed above and they can drop you off directly at our office.

4. Induction Process at HQ Office in Bogor

We can provide basic accommodations in our office in Bogor if booked ahead of time with us. You also have the option to book independently if you wish to stay in a hotel or hostel. After you have dropped your things, you can make your way to our office.

Once you arrive, you will get to meet the HQ team and be provided with your induction schedule.

5. Transit to our Programs

After completing t, you will need to travel back to Jakarta for your flight to Balikpapan.

The easiest way to get back to Soekarno-Hatta airport in Jakarta is using the Damri bus, which leaves roughly every 30 minutes from the bus station outside Botani Square Mall (Terminal Baranangsiang).

When you arrive at the Balikpapan airport, one of our drivers will collect you and bring you to the Samboja Lestari Orangutan Rehabilitation Centre, which is a journey of approximately 1.5 hours. We will coordinate the driver during your induction at HQ.

6. Induction at our Programs

After arrival, the staff at Samboja Lestari will need your passport for the registration process with local immigration and the police. Please have a selection of passport photos on a red background available for this process and make a note of the date by which you need to leave the country or extend your visa, to avoid any fines at a later date. Your passport will be returned to you within a day or two.

If you need to do any shopping, you can arrange a lift with one of our drivers to nearby Samboja village or Balikpapan.

We do not require a quarantine process for the sun bear volunteers. However, we still require a complete set of health tests, as you will come into contact with staff who work with orangutans, which can facilitate the transmission of diseases.



E. EQUIPMENT AND SUPPLIES YOU NEED TO BRING

When packing, we recommend you bring the following equipment and supplies:

1. General

- Daypack
- Mosquito net (thin mesh or impregnated with mosquito repellent/DEET as there is one species of small mosquito that can get through larger mesh nests)
- Head torch
- Personal medical kit (see next Section E2)
- Sleeping bag
- Wellington (rubber) boots (available locally, but sizes above 44 are difficult to find in Indonesia)
- Sun hat
- Sunblock lotion
- Compass
- Digital watch with timer
- Reusable water bottle
- Two pin European plug converter (220v)
- Silica gel packets to protect your cameras or other electrical goods against humidity
- Waterproof jacket / poncho / trousers
- A pair of flip-flops or light sandals
- Clothes (see Section E3)
- Toiletries
- Towel

2. Medical Supplies

- Painkillers (aspirin/paracetamol/ibuprofen)
- Antihistamine creams/tablets for treatment of insect bites
- Fungicidal cream/antifungal dusting powder
- Plasters (band-aids)
- Gauze bandage roll
- Eye drops
- Antiseptics wipes, cream, or spray



- Sachets of re-hydration powders, such as Diarolyte
- Insect repellent
- Any personal medication that you normally carry, e.g. Asthma inhaler, incl. spares

3. Clothing

- All field clothes should be in forest colours (green/browns), as bright colours disturb wildlife. The best field clothes are long trousers and loose long-sleeved shirts.
- Natural materials, such as cotton, which is cool and quick drying, are suitable.
- Thin fabrics tend to tear and are easily penetrated by mosquitos.
- Waterproofs should be in forest colours.
- Indonesia is a predominately Muslim country; therefore, all must dress conservatively, covering shoulders and legs when in Balikpapan, towns, and villages, and when travelling between sites. Clothing including shorts, sleeveless shirts, and lowcut tops, or casual western-style holiday wear are never appropriate.