



UPDATED 12/10/20

VETERINARY VOLUNTEER GUIDELINES

A. OVERVIEW OF VETERINARY VOLUNTEER DUTIES

1. What You Will Do

As a volunteer with a degree qualifying you as a veterinarian or vet nurse, at our Nyaru Menteng or Samboja Lestari Orangutan Rehabilitation Centres you will join our experienced veterinary team, working under the direction of the vet coordinators. Your duties will include:

- Participating in the daily veterinary coordination and planning meeting.
- Daily visits around the animal enclosures as assigned by the vet coordinator vet.
- Preparing medication and assisting in the administering of treatment, surgeries, and other veterinary procedures.
- Helping with laboratory work such as blood counts, parasite examinations, and basic microbiology procedures.
- Providing consultation and advice as needed or giving a short lecture / talk as requested by our vet team.
- Participating in the maintenance, upkeep, and cleaning of the clinic and other veterinary facilities and equipment.
- Data entry as required.
- Other specific projects that have been discussed with our vet team prior to your arrival.

During your volunteer work at BOS Foundation, you are not allowed to provide treatment or carry out procedures on your own. You will be supporting our vets and always working in tandem with the veterinary team.



2. Working Conditions

- The pace of work for our veterinary team is often very busy, fast-paced, and covers a wide range of topics in veterinary medicine. We have a heavy focus on preventative medicine for our large population of resident orangutans. General health screening and routine fecal examinations are a large majority of our activities at the centres.
- There will be also work outside the centre, which includes confiscating/rescuing displaced orangutans in Kalimantan and visiting our release sites. As this work requires a conversational level of Indonesian and strong cultural awareness for local customs, it is typically limited to only the BOS Foundation permanent veterinarians.
- Basic understanding in the Indonesian language will be a huge advantage. Most of our vets understand English well, but our technicians and other staff have limited knowledge of English.
- We require veterinary volunteers to have substantial knowledge on non-human primate and wildlife medicine. Those with experience as a zoo vet or vet nurse, have been working in wildlife rescue centres, and/or have been living abroad are preferred candidates.
- The environment of our rehabilitation centres is relatively controlled, but mosquitoes are particularly prevalent in the evenings. There are also many species of biting ants, including swarming fire ants. Centipedes, spiders, scorpions and several venomous snake species are found in the forest and sometimes pay a visit to our clinic or mess. Macaques can also be an issue in the guest house and mess area.
- 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 the airport to/from Samboja Lestari or Nyaru Menteng.
- Accommodation at Samboja Lestari/Nyaru Menteng with a small maintenance fee.
- Two meals a day (except on days off) are provided on order and will be charged to you.
- Use of veterinary equipment and general facilities.



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 one of our rescue and rehabilitation centre, you must email our Communications Officer, at hello@orangutan.or.id with the subject line «Veterinary 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 you each volunteer is aligned with our mission, 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 has been approved.

C. VISA APPLICATION

If you are not an Indonesian citizen, you will legally require a Social Cultural Visa (Sosial Budaya Visa) to volunteer with the BOS Foundation as a veterinary 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 hello@orangutan.or.id 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 of your documents have been submitted to them.



D. INDUCTION TO BOS FOUNDATION

All new volunteers arriving at the BOS Foundation 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, during your 10-day quarantine period.

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 the induction, you will need to travel back to Jakarta for your flight to Palangkaraya or 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 Palangkaraya or Balikpapan airport, one of our drivers will collect you and bring you to the respective program. Please check with our HQ team to coordinate the driver during your induction at HQ.

6. Induction of our Programs

6.1. Nyaru Menteng

Our driver will take you to Nyaru Menteng Orangutan Rehabilitation Centre which is approximately one hour north of the city. Here you will be provided with accommodations and basic meals. You will share the accommodation blocks with the centre's vets. There is Wi-Fi connectivity within select areas of Nyaru Menteng, but it is slow, and the office is usually closed around 4 pm.

The staff at Nyaru Menteng will need your passport for the registration process with local immigration and the local 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 Palangkaraya. The Megatop Hypermarket is best for food and snacks shopping, and there is a large clothing shop on the second floor. There is an Eiger shop on Jalan Sangga Buana in Bukit Hindu with a decent supply of field equipment including rucksacks, mosquito nets, torches, and so on. Make sure you arrange for the project car to take you back to the centre, as there are no public transport options available.

During your first ten days in Indonesia, you are in quarantine, which means strictly no contact with orangutans in our care. When you go to the office, please stay on designated walkways and within the canteen area; you may not walk around the grounds or cages. This rule is particularly important after 3 pm when the forest school orangutans return to the centre. You can view the orangutans from the visitors centre or from inside the office.

After your quarantine period has ended, we continue to discourage unnecessary contact with the animals. This is necessary not only for the purposes of safety and risk management, but also out of respect for the rehabilitation process. In order to successfully reintroduce orangutans back to the wild, must reduce all interactions with new people so that they remain appropriately wary of strangers.

Typically working hours at our centres is from 07.00 – 16.00, five days a week. There is also a night shift for our vets once a week. As a vet volunteer, you are encouraged to follow our regular schedule. While you will not be required to do night shifts on your own, you will be asked to work and assist on duty vets outside of regular hours when needed.

6.2. Samboja Lestari

Our driver will take you to Samboja Lestari Orangutan Rehabilitation Centre which is approximately 1.5 hours north of the city. Here you will be provided with accommodations and basic meals. You will share the accommodation blocks with the centre's vets. There is wifi connectivity at the Samboja office only, but it is slow.

After arrival, the staff at Samboja Lestari will need your passport for the registration process with the 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. There are a vast selection of malls and shops in Balikpapan.



pan. Make sure you arrange for the project car to take you back to the centre, as public transportation options on this route are limited. The village of Samboja, which is located around 10 km from the centre, is also a good option for grocery shopping.

During your first ten days in Indonesia, you are in quarantine, which means no contact with orangutans in our care. You will be able to work with the sun bears or in the clinic during your quarantine period, but you must always use masks and gloves.

After your quarantine period has ended, we continue to discourage unnecessary contact with the animals. This is necessary not only for the purposes of safety and risk management, but also respect for the rehabilitation process. In order to successfully reintroduce orangutans back to the wild, must reduce all interactions with new people so that they remain alert of strangers.

Typically working hours at our centres is from 07.00 – 16.00, five days a week. There is also a night shift for our vets once a week. As a vet volunteer, you are encouraged to at least follow our regular schedule. While you will not be required to do night shifts on your own, you will be asked to work and assist on duty vets outside of regular hours when needed.

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
- Digital watch with timer
- Reusable water bottle
- Two pin European plug converter (220v)
- Silica gel packets to protect your cameras and 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
- Pungicidal 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, including spares
- Feminine hygiene products

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 or in Palangkaraya, 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.