



VOLUNTEER HANDBOOK

June 2022

A GUIDE TO WORKING AT STENAPA AND LIVING ON STATIA

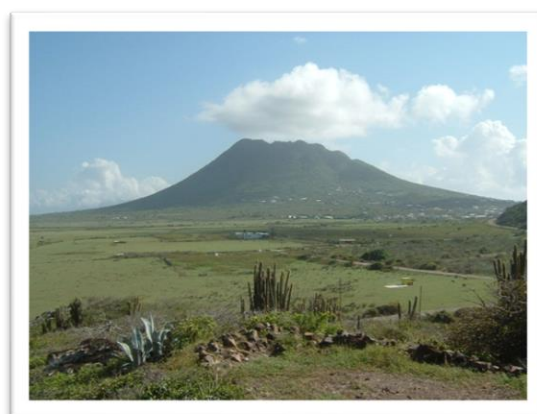
ABOUT STENAPA

Background history

The St Eustatius National Parks Foundation (STENAPA) is the primary environmental organisation on St Eustatius (Statia) and was established in 1988 with the objective of protecting terrestrial and marine areas of ecological, scientific, and cultural significance. The foundation started off extremely small with a few minor projects and gained importance and standing when, in 1996, STENAPA was legally mandated by the island government to protect and manage the newly declared Marine Park. In 1998, STENAPA was also assigned the authority to manage the Quill and Boven National Parks. Shortly afterwards, the Miriam C Schmidt Botanical Garden was created. STENAPA currently manages the national resources including: The Marine Park, National Parks, Reforestation sites, and Miriam C Schmidt Botanical Garden.

Quill / Boven National Park

The 550-ha National Park comprises the Quill Sector (600 m dormant volcano with intact rim) and the Boven Sector (remains of a stratovolcano with hills of 200 – 300 m). The Quill and Boven National Park together have a network of nineteen maintained and signposted trails, where guided hikes can be arranged with a parks' staff member. There are various biodiversity monitoring projects ongoing within the parks, often in association with visiting researchers.



Volunteers may assist a few days a week with maintenance of the trail system, creation and improvement of trails, sign posting, clean-ups and biodiversity monitoring. The National Park Manager and Ranger directs daily activities with the support of the volunteers. It is important that the volunteers are competent hikers, fit and healthy as several of our trails are steep and can be slippery.

Miriam Schmidt Botanical Garden



The Botanical Garden was badly affected by multiple hurricanes throughout the years. It also has suffered damage from drought, destruction by roaming animals and a lack of funding over the years therefore there is much need for development. Although it remains a very peaceful and scenic area of the island, with help from our volunteers we aim to continue developing this site to focus on preservation, conservation, education, and recreation. The garden has a visitor's center, basic facilities and a public pavilion for picnicking and barbeques. Volunteers at the garden work under direct supervision of the Botanical Garden Ranger

and are required to wear hiking boots and it is suggested to wear long trousers when using weed-whackers or other machinery and gloves to avoid getting stung/ bitten by centipedes, hornets etc.

ReforeStatia

STENAPA is responsible for a large-scale reforestation project on the island, with four sites dedicated to producing and growing new plants. Our aim is to restore important ecosystems and to contribute to the island's sustainable agriculture goals. Volunteers work under direct supervision of the on-site manager or rangers. We recommend you bring long sleeved t-shirts and trousers, and hiking boots are required when working on site. You will support this project by working in our plant nursery and by helping to plant and care for new trees in different areas.



Marine Park



St Eustatius National Marine Park surrounds the island from the high-water mark to 30m depth. Within the Marine Park are two reserves where anchoring and fishing are not permitted. The staff members maintain about 30 dive and/or snorkelling sites (mooring splicing, installing and cleaning), and conduct research and monitoring projects.

The Marine Park Manager and Park Rangers are the direct supervisors of the volunteers, who will assist with all aspects of the work in the park and typically take part in dives. The main task of the marine park is

maintenance of for instance the mooring lines, but species and ecosystem monitoring, invasive species control (lionfish), and other projects are also part of the work within the park. Volunteers may be able to assist through diving in on the stipulation of being a qualified PADI Advanced Diver (or equivalent). Volunteers who do not have their certificates can still assist in marine projects from the boat or on shore (if these are taking place), get captain experiences and learn how to splice and knot ropes.

Sea Turtle Conservation

There are three species of sea turtles that nest on the beaches of St Eustatius: the green turtle (*Chelonia mydas*), hawksbill turtle (*Eretmochelys imbricata*) and occasionally the leatherback turtle (*Dermochelys coriacea*). Hawksbill turtle activities are seen throughout the year, although the nesting season peaks generally around July and August. Leatherback activities are seen between April and June, although they rarely come to the island anymore, only once every few years. The green turtle is the most common nesting species, peaking in August and September. At this time, all volunteers get the opportunity to assist in the morning and afternoon patrols where data on different activities will be collected, when and if there are activities of course. Volunteers work under direct supervision of the marine park manager and the turtle program coordinator and will assist with morning or night patrols, nest excavations, beach clean-ups, data

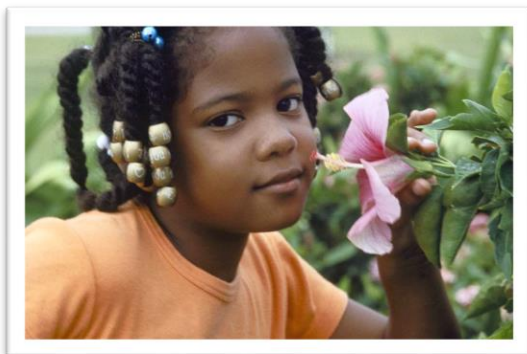


collection and entry, education, training of volunteers, beach mapping, scheduling and other activities as needed. There will be weekend work.

During the peak of the hawksbill, but mainly the green season, night patrols might take place as well where there is a possibility to see turtles nesting. Please note that our nesting population of turtles is small and therefore we do not patrol the beaches every night throughout the season, and it is rare to see a turtle during the night patrols. It is important that the volunteers are competent hikers, fit and healthy. Volunteers are required to wear **dark** long-sleeved t-shirts and trousers during night patrols.

The purpose of this program is to protect the nesting populations of sea turtles on Statia, to monitor hatchling survival rates, to patrol turtle nesting habitats, to educate locals, residents, and tourists about sea turtle conservation and to encourage research to improve knowledge and conservation of turtles on Statia.

Education and Outreach



STENAPA are in association with after school clubs on the island which allows us to facilitate the Junior Rangers programme. This program enables children between 8-12 to experience the outdoors and learn about nature. During the summer months a week-long summer club is organised. This is a programme of hikes, snorkelling and activities involving nature. Throughout the year there are many different outreach activities that STENAPA do to encourage awareness in the local community. Volunteers are offered the opportunity to get involved in the

education program and are expected to contribute to the outreach program. Volunteers working on either of these programs are under direct supervision of the Education and outreach Officer.

STENAPA ORGANISATION

Staff

Name	Position
Erik Boman	Director
Tomas Cornwell	Terrestrial Parks Manager
Marit Pistor	Interim Marine Park Manager
Sussette Hassell	Office Administrator
Hilda Doek	Finance Administrator
Achsah Mitchell	Education & Outreach Officer
Adam Mitchell	Reforestation On-Site Manager
Francois Mille	Marine Park Ranger
Rupnor (Jobo) Redan	Terrestrial Park Ranger
Ervin Arnaud	Botanical Garden Ranger

Volunteers

The minimum age to volunteer with STENAPA is 18 years old.

In general, when working for STENAPA, you are called a volunteer, unless specified differently. This will not change anything if you are coming for an internship for university for instance. In the end, you are all volunteering your time to work with us.

Volunteers are vital to the running of STENAPA. You enable us to fulfil our weekly, monthly, and yearly goals. We want our volunteers to get the full experience, so we do not assign our volunteers to a specific department. Since all of the departments are interlinked, we think it is important that you work with every department within the organisation. If there are certain reasons why you would not be able to work in a certain area, we can find a solution together. In order to dive with STENAPA, you are required to have your PADI Advanced Open Water certificate (or equivalent) and a DAN insurance (the specific insurance depends on your certification and country of residence). If you are accepted for a specific project, it may be that you will not be working on all the departments, but just focus on your dedicated project. If you are unsure about your role at STENAPA, please let us know so we can clarify. Volunteers report to their area manager and/or ranger. However, all staff members at STENAPA are very friendly and are always willing to assist.

As a volunteer you are asked to work from 7am-4pm with an hour lunch break. Terrestrial projects involve trail maintenance, species or ecosystem monitoring, the reforestation project, and the botanical garden. Marine projects involve mooring maintenance, species and ecosystem monitoring, and other projects.

We encourage volunteers to proactively inform us when they want to take on a specific activity. Some volunteers know in advance, for instance when they are working on an internship or thesis. Projects can be discussed during the interview or after confirmation of placement. After the first one or two weeks you will have a quite good overview of the work. So let us know if you want to develop specific materials, build benches, write a paper, develop content for the Facebook page, maintain technical equipment, paint signs, do repairs, help with sea turtle patrols, clean the garden, do office work, help with policy work etc.

Please understand that STENAPA has very limited resources, capacity wise and funding wise. This means that we often lack highly specific tools and equipment, etc. This can be sometimes a challenge. We ask your flexibility and understanding for this. It means that things can go more slowly than you are used to.

LIVING ON STATIA

Customs of St Eustatius

Statia is a unique community with traditional customs. It is not acceptable for volunteers to enter any premises (shops, bank, restaurants, etc) without a shirt or footwear, and this includes the STENAPA office. Shorts and bare shoulders are not accepted in government buildings, including the police station, government guest house, prosecutor's office, and schools. It is not appropriate to wear flip flops to official meetings.

When entering a building or approaching a group of people, it is customary to greet people. Also, when driving or walking it is customary to greet everyone you pass (whether they are in a vehicle, walking along the road or standing on their porch). People that you see might not return your greeting at first but will do so in time.

Females should be aware that volunteers are often a target of much attention from local men. Do not be surprised if you are approached whilst shopping, working, driving or on the beach etc. A polite but firm response is all that is needed.

Please bear in mind that Statia is a remote island where it is sometimes not easy to get certain items, especially items like gear specific to your project. Keep this in mind when packing. Culturally, Statia is quite different from the western world. The infrastructure less developed and the amenities are not diverse. There are no shopping malls, cinemas, or theatres for example. However, this is the reason some people fall in love with the island!

Information on the hurricane season

The hurricane season is most intense from the beginning of September until end November. We have a contingency plan in force from beginning June (official start to hurricane season). We monitor weather reports daily and if there is a report for a tropical storm (the early stages of a possible hurricane), we will know about 3-4 days in advance. There are general island contingency plans for all residents. In case of a hurricane it is possible that the volunteers are required to move to the local hurricane shelter.

Amenities

There is one bank on the island (WIB bank) and two ATM's (automatic banking machine) that accept Visa/MasterCard. Be aware that the ATM machine frequently runs out of money and rejects some cards, so it is advisable to not run out of cash. The local currency is the US Dollar.

There is a small hospital (house doctors/GP and dentist) on the island. The fees are payable by cash only, a receipt will be given as proof for making an insurance claim. In case of a medical emergency, you will be flown to Sint Maarten.

All electrical appliances are the same type as in the USA (with 110V). We recommend that you use rechargeable batteries for your torches.

Lodging & Transport

If there is space available, we have a separate section at the Golden Era Hotel as accommodation for our volunteers. This accommodation is in the bay, just like the office which is less than 5 minutes away. To the center of town and the shops it's about a 15-minute walk. It is a shared accommodation with four 2-person dorms and one 3-person dorm, with a bathroom attached to each room. There is a single

kitchen and a small balcony. Present in the house is a fridge, gas stove, washing machine, AC units, and limited internet access. AC and lights are to be turned off when you are leaving the premises. The monthly rent is \$300 per person.

Food

Volunteers are required to cover their own living expenses. You need an absolute minimum of \$350 per month. You can buy food in the small Chinese supermarkets, the larger Duggins Supermarket, and from homemade bakeries. Local farmers sell vegetables, but not on a large scale. There are a few restaurants on the island, a lunchroom and one hamburger place. Apart from that, it is quiet on the island.

Vehicles

Volunteers are required to drive for their daily duties so please bring your driving license if you have any. If you are sitting in the back of the truck, it is mandatory to stay low in the base of the truck. It is option to rent a vehicle for personal use.

Spare time

In your spare time you can enjoy hiking, swimming, snorkeling, diving, or going to the beach. Swimming on the Atlantic side (Zeelandia Beach) is very dangerous. The rip current can pull you into the Atlantic Ocean with the risk of drowning. Please take extra care at Corre Corre Bay.

VOLUNTEER INFORMATION

COVID-19

Due to the continuously changing regulations on COVID-19, it is the priority of our volunteers to find out what is required to travel to St Eustatius. Please check the requirements for all countries you are travelling to or through (at least St Maarten & St Eustatius). If you have any questions or need help, please contact us through volunteer@statiapark.org.

Arrival

You will be picked up by a member of staff from the airport or from the ferry on arrival. Therefore, please let us know your estimated time of arrival in advance. Friday or the weekends are preferred dates, so it does not interrupt workhours and so you can get adjusted to the island before starting your first workday. Based on the arrival time, we might bring you to a store to purchase any items you may still need. If other volunteers are already in the house, they will guide you around, but if there are any questions or issues feel free to reach out to us. You are to be at the STENAPA Office at 7:00 am the first working day after your arrival (unless discussed otherwise). If you do not have company, you will be shown the way for the first day by a staff member.

Orientation

During the first week of your stay, you will receive orientation and training. Be mentally prepared to enter the field immediately (potentially diving in the case of the diving volunteers) if your assistance is required. Otherwise, your first hours will involve information sharing about STENAPA and its operations, information about living arrangements, reading into protocols and training. Additional activities will also be arranged depending on the season and changes in programs. Please let a member of staff know if you haven't received this training, you think you'd need and if you have any questions. In the first week you will also be introduced to the office administrator Sussette Hassell where you will be informed about rent payment, signing the waiver, and to pick up your free trail and dive tags and a free volunteer t-shirt (if available).

Dress code

Many people on Statia will know that you are a volunteer with STENAPA, and we therefore ask volunteers to dress appropriately. Volunteers are representatives of STENAPA and are responsible for presenting a positive image to the community. Volunteers should dress appropriately for the conditions and performance of their duties. Volunteers that serve in a capacity of a presenter or a speaker should wear a STENAPA t-shirt which will be given to you for such event. If volunteers are working in and around the office, they should dress according to the accepted code.

If a volunteer is observed inside or in a STENAPA truck without appropriate clothing on, they will be asked to return to the house to dress appropriately. This applies to all journeys, including to go diving, to carry out trail work in the Quill, to carry out turtle patrols or for beach clean-ups. If you want more information on the dress code, feel free to reach out to us or check the packing list.

Pocket money

As volunteer, you are responsible for your own spending money and paying the monthly rent (please pay at beginning of the month at the reception desk. You are responsible for your own spending money and monthly rent.

If you are not a diver yet, but interested in diving, you can gain your Open Water Diver certificate for approximately \$425 at one of the two dive centers: Golden Rock or Scubaqua. You could also visit other neighboring islands with WINAIR at weekends – return tickets range from \$250-\$350. Departure tax at St Eustatius airport is \$15. Another option is the Makana ferry which is around \$150 for return tickets (but traveling takes a lot longer and can be quite rough).

THE DEPARTMENTS AND YOU

Although we have our volunteers involved in all the departments, you might get dedicated to a certain project where you would spend most of your time on, which can fall under a specific department.

MARINE

You will:

- Work alongside the Marine Park Manager and rangers, other staff, and volunteers
- Help maintain mooring and diving sites in the Marine Park
- Take part in all nature conservation activities on the island
- Assist in data collection
- Work with coral reefs in a protected Marine Park in the Caribbean

Volunteers will report to the Marine Park Manager and Rangers each day to assist in all activities in the marine park. Each workday is from 7 am - 4 pm, with an hour-long lunch break. Expect to be on a boat daily, diving many times per day. Most marine park maintenance and activities happen under the water. Dive time can range between 5 and 100 minutes, depending on the tasks, but we always stay within the limits of our computers.

There is a wide range of duties you can expect to help with:

- Maintenance of mooring sites
- Patrol of the marine park and reserves
- Research dives and data collection
- Putting together moorings and splicing
- Maintenance of diving equipment
- Maintenance, organization, and cleaning of work areas
- Lionfish culling
- Coral restoration
- Nighttime patrol of turtle nests (only during the peak of the season)
- Assist in educational programs and events
- Captain the marine patrol boat (Blue Runner)

Requirements:

- Advanced Diver Certificate (even without you can still help if there is a project going)
- DAN insurance (before getting it, discuss which one you need to get)
- Good organizational skills
- Flexibility – schedules can change often; we work with nature, but also high priority tasks can come up during the day
- Open-mind and culturally awareness

TERRESTRIAL

You will:

- Work with local Terrestrial Parks Manager and rangers on trail maintenance, species monitoring, and working with the islands flora in the Botanical Garden, and as part of the reforestation project
- Take part in all nature conservation activities on the island
- Support the design and construction of trail signage, plant out botanical garden, reforest the island
- Learn about ecology and conservation

Requirements:

- Must be physically fit with ability to do manual labor and the use of heavy tools
- Must be a good hiker/used to climbing
- Preferably, a driver's license (manual preferred)
- Be a hard worker with good organizational skills
- Preferably has previous experience of working in a national park or relevant educational qualification
- Possibly handy with carpentry/painting/construction and other related skills

Botanical Garden Environmental Conservation

You will be working with a non-governmental nature conservation organization based on the Dutch Caribbean Island of St Eustatius, which is legally mandated by the Island Government to manage all the island's protected areas (the National Marine Park and the Quill/Boven National Park) as well as a Botanical Garden on the 21 km² island of St Eustatius.

We are looking for volunteers to help with maintenance, design, restructuring and development of our botanical garden. As it stands the botanical garden needs a lot of attention. Due to hurricane Irma and Maria (Sept. 2017) the garden was heavily damaged, and the shade house destroyed. On top of that we have issues with roaming animals that enter the garden.

Possible duties and activities:

- Work alongside the Terrestrial Parks Manager and rangers, other staff, and volunteers
- Take part in all nature conservation activities on the island
- Daily garden maintenance including - but not limited to - raking, weeding, pruning, weed whacking, maintain composting and mulching systems plus irrigation of plants, carpentry, painting
- Assisting with building fences and working in the shade house.
- Develop and execute plans for regenerating the garden and increase diversity of plants
- Develop sustainable ways of pest control
- Develop ways for replanting and structuring of arbors and specific areas
- Responsible with ranger for tools, organization of the tool shed, and update inventory
- Take on other projects, such as: extend the irrigation system, propagate the endemic *Statia* Morning Glory and other native Caribbean plants to be grown in the garden, renew plant identification labels.

Trail Maintenance & Environmental Conservation

The maintenance and monitoring of *Statia's* terrestrial protected areas need your help for their survival. The terrestrial parks comprise one extinct volcano at the northern end of the island called Boven and a dormant volcano called the Quill at the southern end, both of which have a combined total of 17 trails. Regular maintenance of these trails is required to ensure visitors safety and enjoyment of the park.

Whilst doing this, you will also carry out various monitoring projects of our important species. For example, we are currently experiencing an invasion of the Green Iguana onto the island. This species has mated with the local and critically endangered Lesser Antillean Iguana of which several hybrids have now been found. We are working with other stakeholders on the island to survey selected areas to find hybrid specimens. Any prior knowledge of invasive reptiles and/or of iguanas would be of much assistance in our efforts to stop the extinction of the Lesser Antillean Iguana on our island.

Wide range of activities you can expect to support:

- Work with Terrestrial Parks Manager and rangers, other staff, and volunteers
- Take part in all nature conservation activities on the island
- Monitor of species and habitats
- Maintenance hikes across the national park
- Assist with the development of weekly maintenance schedules
- Development of trail signage, repair signs
- Assist with erosion control
- Map trail using GPS
- Carry equipment to specific points on the trails for use in maintenance activities
- Accompany educational hikes with various youth groups
- Assist with regular iguana surveys and tagging

Reforestation project

The reforestation project was initiated to replace the trees that were felled by Hurricane Irma and Maria. The goals also include the reduction of erosion around the island. The ReforeStatia Nursery has two shade-houses, a shipping container for storage, a tractor, water tanks and a pond that is in the process of being build, and a food forest. The flora and fauna have been allowed to increase without the interruption of roaming animals or constant mowing. Out-planting of trees has begun in at least 3 locations around the island, including the reinforced Fort Oranje Cliff. These areas will be maintained and added to during the rainy season, after the hurricane season has ended.

Wide range of duties you can expect to help with:

- Work along with the Terrestrial Parks Manager, Reforestation On-Site Manager and rangers, other staff, and volunteers
- Take part in all nature conservation activities on the island
- Maintain potted plants in the shade-house at the ReforeStatia Nursery Site
- Maintain food garden on the ReforeStatia Nursery Site
- Assist with out-planting of trees (during the rainy season – Nov to Feb)
- Assist with composting projects

EDUCATION AND OUTREACH

You will:

- Work alongside the Education and Outreach Officer
- Have the opportunity to document some of the nature conservation activities on the island
- Increase the awareness of nature and ecosystem services on the island

You will be developing content and materials geared towards educating the public of St Eustatius on nature, its ecosystem services, and their role as a community in protecting it. The activities include face-to-face opportunities mostly with children, sometimes adults and the elderly.

Tasks you may assist with:

- Conducting case studies and awareness campaigns with social science tools
- Creation of youth activities or STENAPA Lesson Plans - may include art and craft, research, or graphic design
- Conducting lessons plans in primary and high school, after school programs and STENAPA youth programs
- Creation of blog material for the website
- Document the tasks of the rangers for social media and newsletters
- Collection of nature content within the national parks - may include hiking or snorkeling
- Create of radio content/communication plan

- Other projects and activities

Requirements:

- Good English skills
- Able to communicate to people of different nationalities and temperaments – patience and clarity
- Good organizational skills – requires completion of many tasks in different areas
- Ability to work as a team but also able to work independently on given tasks
- Willing, enthusiastic, and proactive
- Interested in nature conservation and awareness
- Service oriented, enthusiastic, and is result-oriented

Added skills or training to highlight:

- Social science courses regarding behavioral change
- Biology or environmental courses (high school or higher)
- Other relevant courses, degrees or certificates
- Experience creating lesson plans and materials
- Experience creating video content
- Experience on a radio program (1 session to running a program)
- Experience making and maintaining social media pages or community group for an organization, business, or group
- Experience conducting a campaign, organizing events – shows, lectures, games, etc
- Experience composing letters, invitations, and certificates on behalf of the organizations
- Communicating scientific concepts to the general public
- Proficient in Excel, Word, PowerPoint, Publisher, Illustrator, Photoshop

OUR PHILOSOPHY TOWARDS OUR VOLUNTEERS

STENAPA greatly values the contribution made by volunteers and seeks to recognise that by ensuring that:

- ❖ The relationship between volunteers and STENAPA is a reciprocal one
- ❖ Volunteers exercise free choice in committing to STENAPA
- ❖ Volunteers are of equal status and deserve the same treatment and respect as paid employees, and that STENAPA can expect the same standards of its volunteers as it expects from its paid employees
- ❖ There are clear guidelines, training, and recognition for all volunteers.

As a volunteer with St Eustatius National Parks, you have the right to:

- ❖ Be trusted to do your job the best way you know how
- ❖ Be trained and supervised in a supportive and positive environment
- ❖ Give feedback in the appropriate way using the proper methods
- ❖ Be given recognition and respect for the work you do

As a result, volunteers have the following responsibilities:

- ❖ To familiarise yourself with all materials in this handbook and other conservation and educational materials where appropriate
- ❖ To respect confidences of the organisation and its board, staff and other volunteers
- ❖ To respect professional attitudes and methods
- ❖ To abide by the operating principles of the organisation
- ❖ To state your limitations and concerns

STENAPA has the right to:

- ❖ Decline or dismiss unproductive or dissatisfactory volunteers. Please note that every reasonable effort will be made to address issues and solve problems with all due respect to the volunteer. A focused effort is put into preventing these things from occurring
- ❖ Know the limitations and expectations of volunteers

STENAPA has the following responsibilities:

- ❖ To create a positive, challenging and rewarding work environment
- ❖ To prepare staff to work with volunteers
- ❖ To keep the private information of each volunteer confidential and use it only as appropriate and relevant to STENAPA and the volunteer programme

STENAPA recognizes your right, as a volunteer, to discontinue the project at any time and for any reason. Whenever it is deemed to be in the best interest of the Foundation, we also reserve the right to discontinue the volunteer relationship. However, please understand that because we have limited space in the volunteer accommodation, we will reject another for the time period that you have confirmed with us. We are, therefore, relying on our volunteers, so it is important to us for you to understand that we prefer if our volunteers stay.

Apart from housing for some, volunteers shall not nor shall be expected to receive any form of payment, including cash (wages), food or other kinds of payment for their services. There is no reimbursement for costs if a volunteer decides to leave before their allotted time or is asked to leave for any reason.

Working with STENAPA can be a great hands-on experience, where you can learn a lot about all our departments and what it is like to work for a small NGO based in the Caribbean. We advise you to make the most of this opportunity, work hard and try to get involved in all the different projects we have going. Although we expect that all our volunteers to have this attitude, it is also out of great interest to you this is a great opportunity to work on a reference for future work as well.

Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and STENAPA. The following are only some examples of inappropriate conduct which could lead to dismissal:

- ❖ Theft or inappropriate removal or possession of STENAPA's property or that of any STENAPA volunteer, staff, agent, or visitor, including failing to cooperate fully in any STENAPA investigation
- ❖ Altering STENAPA reports or records
- ❖ Working as a volunteer under the influence of alcohol or drugs
- ❖ Creating a disturbance on STENAPA premises, in and around the volunteer accommodation, at sponsored activities or in areas which could jeopardise the safety of others
- ❖ Improper use of STENAPA's property or property owned by any other individual or organisation
- ❖ Violation of STENAPA, state, or local safety and health rules (e.g., no unsupervised fires)
- ❖ Unauthorised disclosure of STENAPA proprietary or confidential information

Drug-Free Environment

STENAPA provides a drug-free, healthy, and safe environment. While in St Eustatius as a volunteer, you may not use, possess, distribute, sell or be under the influence of illegal drugs. Illegal drugs include but are not limited to, cannabis (hasj/wiet), amphetamine (speed), cocaine, heroin, LSD, ecstasy, GHB and psilocybin mushrooms etc. Contrary to what some people think, drugs are not legal on the island. St Eustatius does not have a liberal drugs toleration policy like in European Netherlands.

STENAPA has a zero-tolerance policy towards volunteers using drugs, meaning that if you get caught by staff or the police, you will be sent home immediately. You are STENAPA's ambassadors and with that comes behaving accordingly. In short: using drugs is always prohibited for volunteers. Wherever you are on the island, also in your free time.

While at work a volunteer may not drink or be under the influence of alcohol. Use alcohol outside office hours in a responsible manner. Irresponsible use of alcohol can lead to sending the volunteer home. Occasionally, STENAPA arranges events where alcohol is served. In such situations you are expected to act in a responsible manner.

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of their position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must inform the Manager beforehand of any necessary prescription drug being taken.

Smoking

Smoking in the office workplace, garden visitor centre and at the volunteer accommodation is prohibited except in outside locations and away from the porch. It is not permitted to smoke in STENAPA vehicles or on the STENAPA boat. Smoking in the workshop area next to the office is not allowed. If you want to smoke near the office, go to the designated smoking area: behind the

workshop or behind the picket fence close to the workshop. Smoking can be done during lunch breaks and free time; smokers do not get extra breaks during the day.

Reimbursement of expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, incurred while engaging in service for STENAPA. Upon the approval of a member of staff, volunteers need to submit receipts to the office administrator for all actual project expenses for which they seek reimbursement.

Safety and security

Volunteers are responsible for using the following common-sense suggestions to help ensure a safe environment:

- ❖ Be aware of any unknown person who comes into your area.
- ❖ Never leave your purse, wallet, or other valuable items unattended. Keep these items out of sight. Avoid carrying large sums of money.
- ❖ STENAPA is not responsible for lost or stolen personal property. STENAPA will not reimburse a volunteer for any personal property that disappears from site.
- ❖ If you decide to separate from the group for leisure activities, please ensure that the group is aware of your whereabouts to avoid unnecessary concern. If you stay elsewhere, meet at the STENAPA office at 07h00 for scheduled activities.
- ❖ Do not go hiking alone. Keep in mind that Search and Rescue activities can be difficult, especially in the crater and far away trails in the Northern Hills.
- ❖ Hiking at night is not recommended, except for monitoring projects. In this case, bring sufficient light and ensure you know the trails well during the day.

Emergency situations

In the event of inclement weather, volunteers will be responsible for reacting to advice from staff. Staff will instruct volunteers about appropriate actions (to include preparedness in case of hurricane warnings or severe storms).

In the case of medical emergencies, sick or injured persons should be taken to the Medical Center/Hospital in town as soon as possible. A list of emergency telephone numbers is in the house on the fridge for any out-of-hours emergencies. Volunteers should contact staff members who have STENAPA vehicles first in these instances so that they are able transport people to the hospital. If you or someone else in the groups is unwell and you feel immediate medical attention is needed, please let a member of staff know straight away.

Safety and Liability

If a volunteer is injured during the volunteer's service, it is important that they advise their supervisor and visit the hospital if advised. Volunteers are required to submit details of their insurance policy and emergency contact details to the Manager in case of an emergency. Volunteers must sign a release absolving STENAPA of liability while performing directed and supervised services on behalf of STENAPA, called a Waiver. After arriving you are asked to sign a waiver unless you have done this already in advance. Ask staff member Sussette Hassell or one of the managers for more information.

Child Protection

You may assist with the junior ranger club or snorkel club if you wish, but please be aware that you must always have a member of staff present when working with the children and that you should not make physical contact with the children except for safety reasons.

USE OF STENAPA PROPERTY

Equipment and vehicles

Ask the managers or rangers for permission if you want to take tools or equipment with you to work. Any equipment, machines, tools, or vehicles which appear to be damaged, defective, or in need of repair should be reported to the manager or rangers. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. STENAPA owned or leased equipment and vehicles are to be used for STENAPA's business purposes only and may not be borrowed or otherwise used for personal use. During lunch break to trucks must come back to base.

Telephones and internet

Telephones and internet are for business purposes. In exceptional circumstances, volunteers may use the phone, with permission from a member of staff. When permitted, personal phone calls should be kept to a minimum and should not interfere with volunteer service. In addition, long distance charges resulting from a volunteer's personal use of a STENAPA telephone must be reimbursed to STENAPA.

Diversity Policy

STENAPA is firmly committed to diversity in all areas of its work. We believe we have much to learn and profit from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds, and needs are fostered and valued, and where those with diverse backgrounds and experiences can participate and contribute.

STENAPA is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. STENAPA encourages volunteers to bring any incidents of harassment to the immediate attention of the Manager.

Conflict of interest

STENAPA is judged, in large part, by the individual and collective performance of its volunteers. STENAPA recognises the importance of a volunteer's duty to STENAPA to act in a manner that merits trust and confidence. You are an ambassador. The actions of a volunteer are seen as a reflection of STENAPA, and community members will often notice the bad and not the good. Each volunteer must therefore act in all matters in a manner that will safeguard the reputation and integrity of STENAPA with the general public. Likewise, volunteers must refrain from engaging in any transaction in which personal interests would conflict with those of STENAPA. Examples of conflicts of interest include:

- **Inside information** should not be used either for the purposes of gaining advantage for oneself, a close relative, or another organisation.
- **Competing with STENAPA:** No volunteer shall prevent or hinder STENAPA from lawfully competing with others or divert business or personnel from STENAPA.
- **Statements:** No volunteer shall use STENAPA stationery or any title of STENAPA or refer to STENAPA or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorised as a representative of STENAPA and to express an opinion on its behalf. If asked a question that you are not sure about, ask the person to contact the National Parks Office.

WAIVER AND ASSUMPTION OF RISK

The undersigned, _____ voluntarily makes and grants this Waiver and Assumption of Risk in favor of **STENAPA** for the opportunity to use the facilities, equipment, materials and/or other assets of STENAPA; and/or to receive assistance, training, guidance, and/or instruction from the personnel of STENAPA. I do hereby waive and release any and all claims whether in contract or of personal injury, bodily injury, property damage, damages, losses and/or death that may arise from my aforementioned use or receipt, as I understand and recognize that there are certain risks, dangers and perils connected with such use and/or receipt, which I hereby acknowledge have been fully explained to me and which I fully understand, and which I nevertheless accept, assume and undertake after inquiry and investigation of extent, duration and completeness wholly satisfactory and acceptable to me.

I understand and recognize that it is illegal to possess and/or transport illegal substances and submit through this waiver that I do not have illegal substances in my possession for the duration of my internship or other arrangement.

I further agree to use my best judgment in undertaking these activities, use and/or receipt and to faithfully adhere to all safety instructions and recommendations, whether oral or written. I hereby certify that I am a competent adult assuming these risks of my own free will, being under no compulsion or duress. This Waiver and Assumption of Risk is effective from _____ to _____ inclusive, and may not be revoked, altered, amended, rescinded, or voided without the express prior written consent of STENAPA.

Print Name

Date

Signature

Date of Birth

(Home) Address

Arrangement:

- Intern _____
- Volunteer _____
- Researcher _____
- Visitor _____
- Other _____

CONTACT INFORMATION

If you have any questions or need to contact us at any time – please contact any of us at:
Office tel: +599 318 2884

TERRESTRIAL PARKS MANAGER

Tomas Cornwell email: tomas.cornwell@statiapark.org

INTERIM MARINE PARK MANAGER

Marit Pistor email: marit.pistor@statiapark.org

OFFICE ADMINISTRATOR AND CONTACT PERSON VOLUNTEER ACCOMMODATION

Sussette Hassell email: info@statiapark.org

STENAPA

National Parks Office
Oranjobaaiweg 59,
Oranjestad
St Eustatius
Dutch Caribbean

Suggested websites for further reading

www.statiapark.org and check our *Facebook* page, *Instagram*, and *Twitter* @StenapaStatia.

www.stiatourism.com/ - Statia's official tourist office website

www.widecast.org - Wider Caribbean Sea Turtle Network

www.world-turtle-trust.org - this organization sponsors the turtle programme

www.DCNAnature.org - Dutch Caribbean Nature Alliance (DCNA), umbrella organization

www.rijksdienstcn.com/en/rijksdienst-dutch-caribbean

www.stiagovernment.com

PACKING LIST

The climate on Statia is known as a tropical dry climate. It is warm year-round, ranging from 25 to 35°C degrees, with a gentle ocean breeze. Rainfall occurs for short spells here and there. Please bear in mind that work clothing and shoes tend to get ruined! Clothing often gets very dirty and torn during trail and garden work, also the heat and humidity tend to damage footwear and things fall apart much more quickly here. So please bring old clothing for work and don't expect it to be usable again after the project.

Our suggestions for every volunteer:

- ✓ Masks, small bottle of hand sanitizer, small bottle of soap.
- ✓ Laptop (preferably with an HDMI plug to connect to a TV)
- ✓ 220 to 110 V converter plug (the plugs are American)
- ✓ Sandals – for walking around in town, on the beach, and for working in the heat etc.
- ✓ Trainers for light hiking and walking around town
- ✓ Flip flops for in the house (not allowed during work on trails and in the garden)
- ✓ Hiking boots – indispensable for safety for trail, reforestation, and garden work. We suggest ankle-high shoes
- ✓ Swimming clothes
- ✓ Sunglasses and sun hat
- ✓ 1 long sleeved shirt/T-shirt and trousers to wear during official meetings with schools, civil servants or politicians, or if you get sun burned.
- ✓ Clothes to go out in at the weekend, i.e., bars and restaurants. Bring your regular clothes for a night out or a casual day at the beach: sundress, skirts, nice shirt. This being said, not everyone dresses up in Statia – it's more comfort than fashion.
- ✓ Your own snorkelling gear for after work hours: mask, fins, and snorkel.
- ✓ Your own towels (for beach and showering, they are not provided with the accommodation).
- ✓ Reef-safe sunscreen (Google which brands are safe and unsafe: Sun Bum is for example reef-safe). The brands available on the island are not necessarily reef-safe and also expensive
- ✓ A small backpack (20L)
- ✓ Penknife, or Swiss army knife – useful in all situations
- ✓ Water flask for hiking to avoid buying and using plastic bottles (1-2L & insulated is recommended to keep water cool during the day)
- ✓ The local currency is US\$. If you come from the USA or have access to US\$: there is a \$7,5 fee for each withdrawal at the ATM and the ATM's can be empty, so you might want to bring some cash with you.
- ✓ Summer clothes for every day working on the trail and gardens, i.e. (old) shorts, (old) T-shirts... Bear in mind that it is often sweaty work, so tight clothing can be uncomfortable.
- ✓ Head torch for hiking, iguana night patrols and sea turtle patrols. When you do iguana work, you need the head lamp. If you are there during sea turtle patrol, bring a head torch with a **red** lamp.
- ✓ If you come during the peak of turtle season (July-October), please bring 1 darker long-sleeved shirt and dark shorts, so that you are not too visible on the beach
- ✓ Volunteers that are coming on the boat are recommended to bring a dry bag and multiple rash guards that are UV protected

- ✓ Long sleeved t-shirt and long trousers for work in the garden, on the trails or at ReforeStatia
- ✓ Optional: Your own bedsheets & water filter (i.e., O'Well)

Medical kit:

- ✓ Your own medication
- ✓ Paracetamol or any general pain killer
- ✓ Bandages and plasters
- ✓ Antihistamine – useful for hay fever, colds or insect bites (frequent from wasps on trail-work), particularly because you need to see a Doctor to get it on prescription on Statia (and it's expensive)
- ✓ Diarrhoea sachets
- ✓ Antiseptic cream (Savlon) - optional
- ✓ Benadryl cream or any other cream for bee/wasp stings – optional
- ✓ After sun lotion (sunburns are quite frequent on the island)

Bear in mind that the luggage allowance usually varies from 20-30kg so ensure you check your ticket to avoid paying excess baggage charges. The luggage allowance from St Maarten to Statia on Winair is 23kg (in 1 suitcase). Plus, hand luggage. For volunteers who stay several months, it is an option to pay an excess weight fee or bring an extra suitcase. Contact your airline for the extra costs.

When your volunteer-ship has finished, please take everything with you, when going back home. Or throw it away. Don't leave half-full bottles of sunscreen, lotion etc. or clothes behind. You might think your stuff is of use for someone else. But it is our experience that people in the house use their own brands. We want to prevent the house from clutter and left behinds that belong to nobody.