



Volunteering for The Itgel Foundation

Spring 2007

Introduction to Itgel

The Itgel Foundation is a US-registered 501(c)(3) non-profit organization and an officially registered Mongolian NGO based jointly in Boulder, Colorado and Ulaanbaatar, Mongolia. Itgel is committed to protecting Mongolia's cultural and environmental legacy through grassroots projects. Itgel is largely supported by volunteers who meet our personnel needs.

How can I help?

There are many ways you can support Itgel's work through volunteerism, both in Mongolia, the U.S., or your own country of residence. Here are the areas in which Itgel is currently seeking volunteers:

➤ **Donor recruiting and advocacy**

As with most non-profits, Itgel is always looking for new supporters, as private donors are our biggest source of support. You can help by spreading the word about Itgel, in conversations with friends, family, and business contacts, and by periodically sending us lists of individuals to add to our mailing and electronic database.

➤ **Event planning and support**

Throughout the year, Itgel hosts fundraising events such as benefits and cultural performances to help supplement our support from private donors. These events require extensive efforts from volunteers, who help by seeking donations for silent auctions, helping with publicity, and staffing at the events.

➤ **Media and Tech support**

Individuals with knowledge of web and graphic design, database development, software support, etc. can volunteer their valuable skills to Itgel at any time. Updating visual and electronic material requires an enormous amount of time and specific skills that our staff sometimes does not have.

➤ **Grant research and writing**

For individuals with experience seeking grants, your efforts can always benefit Itgel. We are continually looking for new sources of support through grants, and you can volunteer by using your skills to help us identify and apply for such grants. Even those with no experience can help by conducting grant research.

➤ **Field staff in Mongolia**

Itgel offers volunteers the opportunity to actively take part in our programs in Mongolia each year. Field volunteers are recruited based on specifically-needed skills, and the application process is highly competitive. Volunteers are responsible for paying their own way to/from Mongolia, but receive room and board support for the duration of their service in country. Specific position descriptions can be found on Itgel's website or on Idealist.org.

Crucial Information for Potential Volunteers

1. Volunteers are responsible for paying their own airfare to Mongolia. Unfortunately, Itgel does not have a sufficient budget to finance airfare of volunteers, but we can help you make the cheapest travel arrangements possible, and assist with you with booking through our travel experts.
2. Expenses such as lodging, food, and transportation while you are in Mongolia will be the joint responsibility of the volunteer and The Itgel Foundation. For example, volunteers may be responsible for paying for personal food while in the capital or during leisure travel, while Itgel would pay for expenses during work days in the field. Details are worked out on an individual basis, and are dependent on duration of volunteer service, level of commitment, and Itgel budgetary capabilities.
3. Volunteers must understand that working for Itgel requires extreme flexibility and adaptability. We have a small staff and a small budget, and as such, often stay in “rustic” accommodations, and live “on a shoestring.” Physical fitness and good health are essential for Itgel field work. Activities may require you to ride horses for several hours at a time in unpredictable weather, work with animals, or lift heavy gear.
4. Professionalism and enthusiasm are essential. Volunteers must understand that you are in Mongolia to work for a non-profit organization, and are there as a representative of that organization. As such you will have responsibilities and duties, and will be expected to contribute to the advancement of Itgel’s stated mission, *to protect Mongolia’s cultural and environmental legacy through grassroots projects*. We are seeking motivated self-starters who can design much of their own activities and periodically work unsupervised.
5. Safety and health are of the utmost importance. We do everything we can to minimize risks for our staff, however, volunteers must be aware of the inherent dangers associated with international travel, and work in remote, rugged conditions. Factors such as extreme weather conditions, activities like horseback riding, working with animals, overland and air travel, and field-based research mean that volunteering for Itgel carries with it inherent risk. Volunteers must sign release forms before travel to Mongolia with The Itgel Foundation. Volunteers are also advised to investigate personal insurance coverage for health emergencies and travel-related risks.
6. Successful volunteers will receive letters of recommendation and “Statements of Service” outlining your involvement with Itgel. We are happy to serve as a reference for future employers, or assist volunteers with the process of seeking academic credit for service with Itgel. Other benefits of service may include publication rights, photographic rights, resume-building experience, publication, valuable networking opportunities, and more.
7. All volunteers must understand that due to our limited staff size, everyone must serve various functions in our organization. If you are selected to serve as a volunteer, you will be expected to work on tasks outside the scope of the specific position you requested. Team work and adaptability are critical for successful service with Itgel.

Interested volunteers should follow these steps to apply:

Read updated position descriptions and select the position for which you best qualify.

Submit an online application form at Itgel.org, along with a resume and cover letter outlining their specific skills/interests.

Be sure to include dates/duration of availability, citizenship, and other requested information.

For questions, contact Itgel by phone or e mail:

The Itgel Foundation

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