

POSITION DESCRIPTION

Title: Database Support Team Member

General description

The Otanewainuku Kiwi Trust first formed in 2002 to preserve our taonga (treasure) of native species for generations to come and reverse the decline of population of North Island Brown Kiwi in the Otanewainuku Forest.

Responsible to: Database Manager

Functional relationships

- Database Manager
- Volunteer Coordinator

Primary objective

The main duty of the Database Support Team member will be to help update the database by processing forms and adding new volunteers, unsubscribe and updates. They will work closely with the Database Manager and act as a backup as necessary.

Key tasks

- Add new people to database, directly or by processing forms entries
- Manage unsubscribes and updates, directly or by processing forms entries
- Other database maintenance as guided by the Database Manager

Knowledge and Skills Required

- Willing to learn how the Infoodle database works
- Good organisational, communication and interpersonal skills
- Good computer skills

Personal specifications

1. An understanding of and commitment to the philosophy of volunteering
2. An awareness of the need for confidentiality

Nature of position Voluntary

Hours worked Flexible, average 2-6 hours per month.

Commitment A commitment of at least six months is the ideal. However, we

do realise that personal circumstances may change. When unable to continue, it is preferred that at least two weeks' notice be given.

Agreement

Otanewainuku Kiwi Trust will:

1. Conduct group orientation and on the job training for volunteers
2. Offer a trial period of employment to new volunteers
3. Recognise volunteers as professional co-workers and valued members of staff
4. Ensure volunteers have a clear job description outlining duties which are empowering to the volunteer
5. Where appropriate will involve the volunteers in the decision making processes
6. Provide reimbursement of volunteers' authorised out of pocket expenses
7. Ensure volunteers have access to workplace guidance and support
8. Evaluate volunteers' performance regularly and make references available after a period of continual service
9. Support volunteers in the pursuit of their personal goals
10. Take all reasonable steps to provide a healthy and safe work environment

Rights of Otanewainuku Kiwi Trust:

1. The right to withdraw a volunteer who does not operate within the policies and philosophy of the Otanewainuku Kiwi Trust, or whose skills do not enable these requirements to be met
2. The right to withdraw the services of a volunteer who breaches Otanewainuku Kiwi Trust or client confidentiality
3. The right to expect the job description will be adhered to

The Volunteer will:

1. Attend orientation, initial training and ongoing training when applicable
2. Make a commitment to regular work for Otanewainuku Kiwi Trust
3. Participate in staff meetings when required
4. Value and support fellow team members
5. Accept the guidance and supervision of the Coordinator
6. Attend performance evaluation
7. Engage in work ethics that demonstrate a high standard of professionalism
8. Treat as confidential any information received concerning either Otanewainuku Kiwi Trust or its clients
9. Inform Otanewainuku Kiwi Trust if for any reason he/she is unable to meet a commitment
10. Give reasonable notice of leave or resignation
11. Take all reasonable steps to ensure their own safety
12. Ensure no harm is caused to others during the course of their work

Rights of Volunteer

As a volunteer I expect:

1. To be treated as a co-worker with staff and other volunteers
2. To be assigned work that is worthwhile and challenging
3. To receive appropriate orientation, training and supervision
4. To be kept informed of Otanewainuku Kiwi Trust's policies and services
5. To be reimbursed for approved work related expenses
6. To have a clear job description
7. To have the right to withdraw my services or say "no" without feeling guilty
8. The right to make suggestions and to be listened to with respect

Signed:

Volunteer

Manager