

## POSITION DESCRIPTION

### Title: Mustelid Trapping Team Coordinator

#### 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**                      Operation team

#### Functional relationships

- Operation Team

#### Primary objective

The main duties of Mustelid Trapping Team Coordinator is to provide the data of pets caught and training the new volunteers.

#### Key tasks

- Train and coordinate stoat trappers. Carry out training for new volunteers until they are confident and happy to take over a trap line on a shared basis (alternative with someone else) or by themselves or operate as a 2 person team.
- Provide follow up refresher training courses on traps and tunnels with all trapping personnel every couple of years or alternative year.
- Phone trapping people on a regular basis to see how they are going, any problems or suggestions. Follow up on problems or general questions and bring to the attention any suggestions.
- Keep records of all trap catches on an Excel spreadsheet. Once a year send condensed version to all trapping people, website controller, treasurer.
- Provide ongoing supply of trap catch sheets, maps, safety sheets, best price and info sheets for volunteers. Share any new development or enhancements in terms of lures, baits, traps that are being trialled or being developed.
- Analyse catch patters and see where and how incremental changes can be made to improve the trapping operation.
- Keep up to date with what is happening in the wider animal pest control social media covering topics on development of new bait or traps, patterns in catches or developments and improvements other groups are making. Subscribe to internet sites which are relevant to mustelid and trapping regimens.

Equipments

- Source required equipment. Provide new traps when required. Arrange to have additional trigger wires fitted. Keep a reasonable number of spares traps on hand for replacements.
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## Knowledge and Skills Required

- Knowledge of Otanewainuku tracks & topography, and surrounding areas.
- Compass & map
- Confidence on and off track in the bush
- Reasonable level of fitness
- GPS and computer mapping makes communication much easier with the team but not essential

## 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

Average 15 hours per month plus attendance at staff training/support sessions

### 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. Recognise volunteers as professional co-workers and valued members
3. Ensure volunteers have a clear job description outlining duties which are empowering to the volunteer
4. Where appropriate will involve the volunteers in the decision making processes
5. Provide reimbursement of volunteers' authorised out of pocket expenses
6. Ensure volunteers have access to workplace guidance and support
7. Evaluate volunteers' performance regularly and make references available after a period of continual service
8. Support volunteers in the pursuit of their personal goals
9. 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 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 on-going 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
1. Uphold the core values of the Otanewainuku Kiwi Trust
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

Otānewainuku



Kiwi Trust

[www.kiwitrust.org](http://www.kiwitrust.org)

