

## POSITION DESCRIPTION

### Title: Workday Host

#### 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:** Workday Supervisor

#### Functional relationships

- Workday helpers
- All volunteers

#### Primary objective

The main duties of a Workday host are to be present at workdays, help with easy catering and talk to people.

#### Key tasks

- Welcoming and talking to volunteers
- Preparing sausage sizzle, tea and coffee
- Helping to pack the tools at the end of the day
- Thanking the volunteers for their commitment at the end of the event.

#### Knowledge and Skills Required

- Bubbly personality
- Friendly and open minded
- Great communication and interpersonal skills
- Interest in conservation

#### 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 4-5 hours per month. Work days are held on Sundays  
And usually start at 9am and finish around 1pm.

**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 Volunteering Bay of Plenty, 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