

POSITION DESCRIPTION

Title: Workday Helper

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

- All volunteers

Primary objective

The main duties of a Workday helper are to be present at work days and help to carry work in the forest.

Key tasks

- Help with line clearing and maintenance of Otanewainuku forest
- Share the responsibilities of running workdays with other volunteers

Knowledge and Skills Required

- Ability to read the map
- Familiar (or willingness to learn) with the use of tools such as loppers, pruning saw or hammer
- An interest in conservation

Personal specifications

- A reasonable level of fitness and health is required as the work involves walking along a marked track, which can sometimes be very steep.

Nature of position Voluntary

Hours worked Flexible. Work days are usually held once per month and start at 9am and usually finish around 1pm.

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 of staff
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. Ensure volunteers have access to workplace guidance and support
6. Evaluate volunteers' performance regularly and make references available after a period of continual service
7. Support volunteers in the pursuit of their personal goals
8. 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 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. Uphold the core values of the Otanewainuku Kiwi Trust
6. Accept the guidance and supervision of the Coordinator
7. Attend performance evaluation
8. Engage in work ethics that demonstrate a high standard of professionalism
9. Treat as confidential any information received concerning either Otanewainuku Kiwi Trust or its clients
10. Inform Otanewainuku Kiwi Trust if for any reason he/she is unable to meet a commitment
11. Give reasonable notice of leave or resignation
12. Take all reasonable steps to ensure their own safety
13. 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 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