



School Liaison Coordinator role (Kirsty)

The aim of the role is to assist school groups organise their trip to Motuihe

Specific responsibilities

- Be available as a point of contact for school group enquiries
- Check availability of dates requested by school groups, primarily by use of the Motuihe Google Calendar and by liaising with other coordinators
- Check availability of ferry (generally Fullers, sometimes Red Boats if school group has time for the slower trip) and feed back to school group about possible dates and cost
- Confirm booking with ferry operator and ensure that they invoice schools directly
- Communicate with the school group about their requirements for the trip: What do they want to get out of their visit, are they studying a special topic? Outline the possible activities eg nursery work, tree planting, beach clean-up, guided bush walks or seed collection
- Use the above information to plan activities and create an itinerary for the school visit (in coordination with regular Motuihe Trust volunteers who are up to date with volunteer work requirements)
- Recruit volunteers to help school group on the day of their visit/delegate this task to the Volunteer Coordinator. Provide relevant information about school group and their activity schedule to volunteers including a contact number for at least one of the teachers. Attend on the day of the visit if able
- Provide a brief intro talk about Motuihe upon arrival including practical info such as location of toilets, any specific health and safety warnings, requests to respect plants and animals and take all rubbish off the island with them
- As a general rule, break large school groups into four even size groups, two of which will undertake some voluntary work e.g. nursery work while the other two go on a guided walk. The groups then swap
- Provide resources to the school group prior to their visit. The PDF documents 'Motuihe Island Background Information' and 'Preparation for your visit to Motuihe Island' provide basic background information as well as biosecurity requirements. These requirements include clean footwear, properly stowed food and checking all equipment for rodents, ants and lizards
- Require a RAMs form to be used for school groups
- Offer optional extra resources for interested schools, namely worksheets and 'Motuihe kaitiakitanga resource for teachers'
- Make a note of trees planted, seedlings pricked out, to feed back to the school group
- Send thank you note to schools that includes the above
- Promote school visits to Motuihe using mailers/email contact with past visitors.