



Volunteer Coordinator (Fiona)

This role is to recruit and inform volunteers for work on the island. It focuses on gathering and organising regular volunteers to provide Group Leaders for specific events. This role is shared between the Sunday and mid-week coordinators. Both work closely with corporate and school liaison volunteers.

Specific responsibilities

- Establish a calendar of trip events, record and distribute to board and any other stakeholders
- Manage the email enquiries from info@motuihe.org.nz

Pre-visit preparation

- Answer emails requesting volunteering information
- Book volunteers onto Sunday trips. Regulars are asked on Tuesday/Wednesday for numbers attending on the following Sunday. Inform Fullers on Thursday. Confer with Motutapu Trust re transport. Belinda Vernon is the current contact, mob 027 557 0845 or by email at belindav@xtra.co.nz
- Organise trips: midweek corporate trips are organised by Simon Sheen, mid-week school trips by Kirsty Denny, Schools' Liaison Coordinator
- Send the Motuihe Ranger a monthly summary of trip dates, group names and numbers and transport arrangements
- Put out requests for regular volunteers to assist with supervising trips
- Send volunteers information about ferry times, biosecurity and what they need to bring
- Record the Sunday morning message on 0800 MOTUIHE. This is the main way to inform volunteers regarding cancellations due to adverse weather
- Give prospective mid-week volunteer groups information about ferry charters
- Liaise with Day Coordinator and Group Leaders so they know what work is required
- After a trip, thank Group Leaders and volunteers either personally on the ferry or through email
- Maintain group leader database
- Update the web site as to trip dates
- Update the Motuihe calendar located on Gmail.