

### Greeters Co-Lead

#### Team Overview

After the affectionately brusque and serious practicalities of Gate, Greeters are the grinning face of Kiwiburn, offering hearty consensual hugs to car loads of new arrivals and welcoming them Home. Greeters facilitate the transition between cold, hard, everyday reality to the warmth of the Paddock.

Through creative educational techniques and novel methods of communication, be it ceremony or games, the Greeters' mission is to submerge the newly arrived into the flow of Kiwiburn, orientating and educating them on the [Guiding Principles](#) and [consent](#), with intent to set the tone of Kiwiburn. Greeting is the opportunity to communicate with each and every participant on a one-on-one basis and is one of the most immediately rewarding volunteer roles.

How Greeters communicate can have a lasting impact, especially on weary travellers making the pilgrimage to the Paddock. With exceptional banter, infectious exuberance and eager to engage discussion, our Greeters fill new arrivals with good vibes as they begin the transformational experience ahead of them. Greeters need to be informed, have exceptional respect for boundaries and personify the culture and philosophy of Kiwiburn during this interaction.

#### Job purpose

The Greeters Co-Leads oversee all things related to the successful onsite running of the Greeters Station and education of the Kiwiburn community.

#### Key Responsibilities

##### Fiscal Management

- Work within budget to create the activities and décor for the Greeters Station.
- Liaise with Swag Lead for ordering of Greeters crew swag.
- Working within budget, provide snacks and non-alcoholic beverages for all crew working on shift.

##### Volunteer Management

- Assemble a crew of volunteers and manage them throughout pre-event early entry and during the event until 6pm Saturday before the effigy burns. This will involve communicating with your volunteers pre-event, preparing training material, overseeing all Greeters shifts are managed and ensuring there is proper handover between shifts.
- The Greeters Station must operate to the same hours as Gate to ensure that all new arrivals are welcomed Home. This is achieved by having Co-Leads to share the responsibility of overseeing Greeters and by having reliable Shift Managers rostered on.

##### Administration

- Update the Greeters Induction Manual (formatted as a Google doc)

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- Ensure the Greeters Station and volunteers adhere to the Event Management Safety Plan and relay safety requirements (i.e. driving with hazard lights on, under 10km) to participants
  - Financial reporting to the ExCom Treasurer.
  - Compile and submit Afterburn Report (post-event).

### Working Relationships

- Services Facilitator
- Event Management
- Site Management
- Gate Crew
- Volunteer Crew
- Depot Crew
- Ministry of Public Works (MPW)
- Communications Crew
- Traffic Team
- Town Planning

### Time Commitment

- **Year round:** Variable – perhaps a few hours a month to deal with your design and budget, and to respond to volunteer emails.
- **Pre-event (October-January):** 2-4 hours a week creating the roster, communicating via email and phone.
- **On site:** Gate opens to early entry on Sunday pre-event and closes at 6pm before the Effigy burns. You must be able to be on site for at least three days before the event starts to spearhead the build of the Greeters Station (MPW will build the structure, but you are responsible for everything else) as well as to greet early entry participants.
- **Post Event:** Available on-site one day post-event for packdown (negotiable dependant on circumstances, as long as items are removed or packed up for on-site storage). Pack down items in the Greeters building for MPW. Remove all MOOP (matter out of place) from the Greeters Station area, compile and submit Afterburn Report.

### Necessary Qualities, Knowledge and Experience

- Familiarity with Kiwiburn culture, well versed in the [Guiding Principles](#) and [consent](#) education
- Access to a computer and the internet, comfortable learning about and using software
- Able to work collaboratively in a team with integrity and respect
- Strong communication skills, especially in an online environment
- Time management - work planning and ability to stick to deadlines
- Flexibility and adaptability in a potentially fast changing environment

### Desirable Qualities, Knowledge and Experience

- Previous experience managing a team of people with different workloads and priorities is desirable but determined on a case by case basis
- The ability to align the thoughts of the Burner community
- Good communication skills, creativity and confidence
- Healthy sense of humour
- A dislike of Gate.