

Revision date: November 2020

Site Office 2IC

The Site Office 2IC helps the Site Office Lead in ensuring that all participants and volunteers who need to go to the Site Office are able to get the necessary information and support they require as soon as possible.

You, and other site office volunteers will provide administrative support to the event management team and build crews during this period. This includes ensuring that all those new to the site receive an induction, tracking down and updating resources as requested on the Kiwiburn Google drive, managing the distribution and charging of radios for all those who need them, and other general office tasks.

During the event you are responsible for ensuring that all the necessary resources and documents are available for site volunteers to fulfill their duties and best support those who come for assistance.

Post event, you are responsible for helping to pack down the Site Office in a tidy manner and ensure that any extra administrative support is provided to those on the pack down crew as needed.

Key Responsibilities

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Help maintain the siteoffice@kiwiburn.com email address while onsite
- Help set up the site office
- Maintain phone and internet
- Manage radio allocation
- Act as the onsite administrator for Kiwiburn
- Print signs
- Print and maintain vital documents
- Maintain first aid kit
- Coordinate site safety inductions for build crews and early entry participants from theme camps and art projects
- Contribute to writing the Afterburn report

Performance objectives

- Help set up the site office so that it is functional
- Ensure all build crew and early entry participants are inducted to site
- Take part in performance development after the event

Working Relationships

- Site Office Manager
- Site office volunteers
- Event Manager

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- MPW Lead
 - Effigy and Temple Build Leads

Who to contact for support

This role can bring its own challenges. Onsite you'll have direct access to Crew Support who are available before, during and after the event to have a chat (off-site you can contact them via email at crewsupport@kiwiburn.com). Additionally you can talk to the Infrastructure Facilitator or Event Manager if you ever want or need to.

Time Commitment

- The Site Office 2IC role involves an onsite commitment of at least 2-3 weeks, before the event begins, and possibly 1-2 days after the event ends
- During the event, the Site Office 2IC will attend a number of site office shifts (Site Office is open from 8am till 8pm) as well as help manage the roster and other site office volunteers

Necessary Qualities, Knowledge and Experience

- Computer literate
- Strong organisational skills
- Strong communication and interpersonal
- Attention to detail
- Positive and enthusiastic attitude

Desirable Qualities, Knowledge and Experience

- Prior Kiwiburn experience preferred but not required
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of Google Docs and Asana
- Nonviolent communication
- Good memory for location of items, passing on messages etc.