Job Description

Revision date: September 2026

Black Sheep Rangers - Co-Lead

Job purpose

Rangers mediate and help to resolve situations and conflict, serve as the "eyes and ears" of the festival, and support and work alongside the core crew for Kiwiburn.

The Ranger Co-Lead works alongside a fellow Co-Lead to build and prepare the Black Sheep Rangers crew in the lead up to the event, with some onsite management responsibilities during the festival. The core focus of this role is recruiting, onboarding and managing team members, and working with other departments to ensure the Black Sheep Rangers are set up for success. Duties include:

- **Advising Ranger Admin for more in-depth email answers**, as required.
- **Recruiting Rangers, Shift Leads and other crew members in the lead up to the event**, in collaboration with the Co-lead and Ranger Admin.
- **Onboarding new team members and ensuring they understand their roles, responsibilities and expectations**. **Allocating the appropriateness of position of Rangers** i.e. who will be a Lamb (First Time Ranger/Inexperienced) and Ram (Experienced Ranger/Experienced international ranger).
- **Training with your co-lead online/onsite or organising who will take the training** to ensure all crew are prepared and trained ahead/beginning of the event (usually at the beginning of the event, usually Tuesday and Wednesday).
- **Building and maintaining the shift schedule, and managing changes as they arise, in collaboration with the Ops Lead.**
- **Liaising with other departments** (e.g. Medics, Security, Site Management, Know Your Stuff, Consent Club and Sanctuary) and Wellbeing facilitator pre-event to align plans, processes and expectations.
- **Supporting onsite operations during the event, in collaboration with Ops Lead**, including crew management and problem solving (e.g. no-shows for shifts or unexpected or high risk issues e.g. community danger or extreme weather event).
- **Budgeting and compliance with the budgeted activities** and updating the spread sheet.
- **Attending onsite morning meetings with other wellbeing crews** (during the festival), in collaboration with support rangers and Ops Lead who can also take on this daily responsibility.
- **Checking in with Ranger HQ time to time** to see what support the team/Ops Lead/Support Ranger may need.

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.
- Recruit, onboard and manage the onsite Rangers team
- Work collaboratively with your fellow Co-Lead to share workload and maintain continuity across the role

- Build relationships with leads from other areas to ensure Rangers are integrated into wider event planning
- Support the core operations of Kiwiburn
- Conflict resolution
- Provide onsite support to the Rangers crew during the event

Performance Objectives

- Recruit a full Rangers crew ahead of the event, including Shift Leads
- Ensure all crew members are onboarded and complete required training
- Establish clear working relationships with other departments before the event
- Organise the Shift Lead and Support Ranger Support prior to the event.
- Create Shift Lead specific training to improve practices.
- Support Shift Leads, Ops Lead, Support Rangers and Rangers as necessary during the event.

Working Relationships

- Wellbeing Facilitator (Senior)
- Safety Facilitator (Senior)
- Site Manager (Senior)
- Black Sheep Rangers Co-Lead (Peer)
- Black Sheep Ranger Ops Lead (Peer/Responsible for)
- Ranger Shift Lead (Responsible for)
- Support Rangers (Responsible for)
- Rangers (Responsible for)
- Medics (Peers)
- Security (Peers)
- Know Your Stuff (Peers)
- Consent Club (Peers)
- Sanctuary (Peers)
- Participants (Responsible for)

Who to Contact for Support

This role shares leadership of the Black Sheep Rangers with a fellow Co-Lead, so you will always have a partner to share the load, talk through decisions and cover for each other. Training will be handled by the Training Lead. The previous Ranger Lead is also happy to keep oversight on the service and help you through any sticky spots before the event.

Your Department Facilitator is your main contact for support and asking questions in relation to your volunteering role. They are available to help you solve any problems that you may have. Of course, if you feel uncomfortable talking with them, our Crew Support team or our Volunteer Lead are here to help!

Being a part of Kiwiburn can be challenging at times. There can be many pressures and things to manage, and sometimes it can all become a bit overwhelming. So, to help you out and provide emotional support, our Crew Support is available to talk all year round as you need (crewsupport@kiwiburn.com).

If your work load or role does become a little challenging to manage on your own, please do reach out for support. Your efforts are greatly appreciated and we want to support you in the best way possible!

Time Commitment

- ***Pre-Event:*** 8-10 hours for training and prep work
- ***Event period:*** up to 24 hours across the event

Necessary Qualities, Knowledge and Experience

- Understanding of Burner Culture / Principles
- Previous experience as a Ranger
- Strong understanding of Consent
- Effective and kind when under pressure
- Strong organisational and communication skills
- Experience recruiting, coordinating or managing volunteers or teams

Desirable Qualities, Knowledge and Experience

- Conflict resolution / mediation / peer support
- First Aid training
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the Memorandum of Understanding for more information.