Job description

Greeters Co-Lead

Job Purpose

Greeters are welcoming new arrivals home to the Paddock, while orienting and educating them on the Guiding Principles and consent, as well as H&S issues of the burn. We facilitate the transition between the everyday reality to the home of the Paddock.

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

Team specific responsibilities

- Work within budget to create the activities and décor for the Greeters Station.
- Assembling a crew of volunteers and managing them during operational hours. This includes communication with volunteers pre-event, preparing training material, overseeing the management of all Greeters shifts and ensuring proper handover between shifts.
- Help to develop and maintain up to date Greeters department policies and processes.
- Be available and responsive regularly year-round via email and Slack, or ensure there is adequate cover when unavailable.
- Write the annual Afterburn report for the Greeters team.

Team leadership

- Lead and support your team in achieving their goals for the annual Kiwiburn event.
- Create a collaborative and inclusive team culture where people are inspired to contribute and make a difference for the Kiwiburn community.
- Communicate and consult with your team, and wider Kiwiburn teams as appropriate, on any key decisions that affect them.
- Support annual team planning and Kiwiburn event planning.
- Ensure your team members are responsive and meet deadlines and key deliverables.
- Regularly review and improve Greeters practices with your team.
- Support the onboarding of new members into the Greeters team alongside the Volunteer team.
- Act in a manner fitting of a Kiwiburn member, as per the Memorandum of Understanding.

Working Relationships

- Services Facilitator
- Site Management
- Gate Crew
- Volunteer Crew
- Depot Crew
- Ministry of Public Works (MPW)
- Communications Crew
- Traffic Team
- Parking 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):** 2-5 hours a week creating the roster, communicating via email and phone.
- ***On site:*** Gate opens Sunday pre-event and closes Saturday 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 depending 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
- A feeling for what is needed in any specific interaction (upbeat energy vs calm, grounding space)
- Strong communication skills, especially in an online environment.
- Ability to work collaboratively in a team with integrity and respect.
- Desire to serve the burner community.
- Time management skills, with ability to deliver to deadlines.
- Comfortable learning/using software with regular access to a computer and internet.

Desirable Qualities, Knowledge and Experience

- Previous experience managing a team of people with different workloads and priorities.
- Previous experience in leading and managing volunteers.
- Experience as working in one or more of the roles in the Greeters team.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the Memorandum of Understanding for more information.
- Verbal deeskalation skills