kiwiburn

Job Description

Revision date: April 2025

Black Sheep Rangers Volunteering & Scheduling 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. A typical shift involves walking around talking to people, promoting awareness, participating in co-creation as it unfolds, and enjoying the unique perspective of serving the community as a Ranger.

The Volunteering and Scheduling Lead is responsible for leading the administrative tasks of approving, liaising with, and managing Ranger Volunteers up until the beginning of the event. This roll serves to ensure collaboration and communication between Ranger volunteers and leads, and wider Kiwiburn Leadership.

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.
- Support the core operations of Kiwiburn
- Supporting Ranger leads before the event.
- Approve a team of rangers from a large pool of applications using Kiwiburn admin tooling.
- Design shift roster with other leads and manage shift assignments.
- Communicate with the approved ranger team and KB leadership to resolve any scheduling queries or specific circumstances as needed.

Performance Objectives

- Monitor and respond to emails throughout the year, ramping up towards the event.
- Remain in contact with the Ranger leadership team.
- Create, fill, and manage Ranger shifts before the event.

Working Relationships

- Safety Facilitator (Senior)
- Event Manager (Senior)
- Site Manager (Senior)
- Ranger Leads (Senior)
- Ranger Shift Lead (Senior)
- Medics (Peers)
- Security (Peers)
- Participants (Responsible for)

Who to Contact for Support

Your other Ranger leads and Department Facilitator are 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:*** Monthly checks of Slack and Gmail in quiet months (February-July). 1-2 hours a week from August when applications and queries begin to roll in.
- ***Event period:*** No mandatory commitment during the event, but you are welcome and encouraged to support the Rangers as you see fit.

Necessary Qualities, Knowledge and Experience

- Good written communication.
- Basic computer skills.
- Familiarity with Kiwiburn principles and the Black Sheep Rangers.

Desirable Qualities, Knowledge and Experience

- Conflict resolution / mediation / peer support.
- Experience with Airtable, spreadsheets, and internal Kiwiburn tools.
- Prior experience as a Ranger.