

Volunteer Lead

Job Purpose

Kiwiburn is entirely volunteer-run - both onsite on the paddock and behind the scenes year-round. The Volunteer Lead reports to the Crew Facilitator to oversee the Volunteer team, and works mostly pre-event to help match people to roles and make volunteering with Kiwiburn an awesome experience.

Key Responsibilities

Team specific responsibilities

- Provide support and coverage to the Volunteer team (Volunteer Coordinators, Volunteer Admin Hustlers).
- Find and match volunteers to roles through proactive database searches, follow ups with unsuccessful candidates and targeted comms to potential volunteers.
- Develop and update Volunteer team processes to improve experiences for the team, team leads and volunteers.
- Lead and work with the team to deliver projects to improve the volunteer experience.
- Assist team leads with updating job descriptions and the recruitment of new volunteers.
- Help develop and maintain up to date crew 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 Volunteer 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 volunteer practices with your team.
- Support the onboarding of new members into the Volunteer team.
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- Year-round Volunteer Coordinator
- Onsite Volunteer Coordinator
- Volunteer Admin Hustler
- Crew Facilitator
- Crew Facilitator 2IC
- Kiwiburn Team Leads
- Communications team

Time Commitment

- **Year round:** 2 - 5 hours per week year round.
- **On site:** Welcome but not required to arrive early onsite to meet volunteers and assist with setup and last minute volunteer changes.

Necessary Qualities, Knowledge and Experience

- Time management and organisational skills.
- 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.
- Comfortable learning/using software with regular access to a computer and internet.

Desirable Qualities, Knowledge and Experience

- Previous experience in leading and managing volunteers.
- Previous experience working as a volunteer for Kiwiburn.
- Familiarity with the various Kiwiburn teams and their functions.
- Experience in using Airtable or similar databases.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please refer to the [Memorandum of Understanding](#) for more information.