



## Day Coordinator

### Specific responsibilities

The Day Coordinator is responsible for all arrangements and logistics for visitors on volunteer days or on arranged corporate or school visits. If you are the coordinator on the day, you will need to cover the following.

#### *Before Departure*

- Have a clear picture of the work and activity schedules for the day and ensure these are appropriate to the nature of the group. This may require liaison with school, corporates and clubs and also with Nursery, Guiding and Weeding Group Leaders
- Before the day ensure you are aware of the ferry arrangements, and the contact details for the visiting group
- Establish whether you will need a tractor driver on the day and arrange cover
- Arrange for fresh milk to be brought. Check there are sufficient supplies of provisions for lunches in the woolshed freezer (for volunteer Sundays)
- Ensure that you are aware of the nursery activities planned, and that equipment and materials required for the job are available. Talk to the Nursery Group Leader beforehand regarding this
- If any pre-arrival preparation is required, contact the DOC ranger to arrange
- Arrange any special requirements for people transport to the nursery
- Ensure you have Group Leaders available to lead and supervise all group activities, and that they have mobile phones and emergency numbers with them. Establish system to set day's work in train. Record team leaders and numbers of volunteers going out with each group/crew
- Appoint H&S coordinator for the day to ensure any incidents are captured and reported

#### *On the island*

- Brief visitors on Health and Safety and Biosecurity, preferably at the wharf or the isthmus. The Trust has a role to play in ensuring the island is protected from plant and animal pests. If you are unable to do the briefing, ensure that the DOC ranger, and/or a competent regular volunteer is allocated the task. After task allocation at Woolshed, specific task safety briefings by Group Leaders are required for each group.
- As the coordinator for the day between the various groups, ensure Group Leaders are aware of other group activities, including the locations they are working in
- Have phone contact numbers of all Group Leaders
- Collect information from Group Leaders on work completed and write (or delegate) report on day's activities, both within the nursery and from other activities.

- Check water is turned on for the kitchen and toilet. And turn it off at end of day if your group has turned it on. (NB This will normally be done by the Woolshed Housekeeper on public planting days.)
- Ensure good instructions for planting out and nursery work are given, and adequate supervision is available so plants are not lost.
- Health and Safety responsibilities for all Group Leaders
  - Be familiar with hazards, the briefing protocol for area of responsibility and safe practices
  - Carry phone and emergency numbers
  - Know location of nearest First Aid equipment
  - Know who amongst regular volunteers have First Aid certificates
  - Identify and be able to access the leader responsible for organised groups (schools, Scouts, Corporates etc.)
  - Report any H&S issues, and use of First Aid kit supplies, so they can be replenished.