



Mid-week Coordinator (Simon)

The Sunday and weekday volunteer coordination roles differ. The weekday role is to coordinate organisations (and a few individuals) who wish to volunteer Monday to Friday, and who generally do not have the numbers to make a ferry booking. The ferry is booked in the name of the Motuihe Trust, and the Mid-week Coordinator collects the money and does the liaison.

There is a dedicated email address for this activity: volunteermotuihe@gmail.com

Specific responsibilities

- Book vessels, usually Red Boats, well in advance, especially in summer, due to high demand
- Advertise dates through the Motuihe database, social media, and volunteer sites
- Provide volunteers, especially corporate groups, with extensive ‘hand holding’ as they will have many questions
- Once numbers are agreed, raise invoices for larger groups (via Lois) and collect bank transfers from others. A separate bank account controlled by the Mid-week Coordinator is used to reconcile these receipts from these groups
- Forward Motuihe Trust vessel invoices to the Trust regular monthly meeting to ensure inclusion in the list of creditors
- Ensure visitors or their organisation make payment
- Confirm vessel bookings, including times, numbers, drop points by email
- Enter dates into the Motuihe Trust diary - Gmail Calendar
- Liaise with Fiona around informing Trust regulars to join in the various days
- Clarify lunch and barbecue arrangements and requirements
- Keep the Island Ranger informed of volunteer days and likely attendance
- Ensure visiting volunteers are aware of DOC rules, mostly around transport of food and biosecurity risks, and the Motuihe H&S
- Establish with Trust regulars what work is to be done based on what is seasonally appropriate
- After the day: reconcile cash/bank transfers as part of the day’s report
- Complete report of the day’s activities; numbers, work carried out, and report any H&S incidents.
- Thank volunteers and Group Leaders