



POSITION APPLICATION PACK

Orana Wildlife Trust Volunteer

Thank you for your interest in volunteering at Orana Wildlife Park. The following information will assist you in completing the application process.

Position Description:

Set in 80 hectares, Orana Wildlife Park is New Zealand's only open range zoo. The Park is home to nearly 400 animals representing over 70 different species. Operated as a charitable trust, Orana fulfils an important role in managed, zoo-based breeding programmes for the species we hold. The Park has recently completed the most ambitious project in its history – a Great Ape Centre that houses New Zealand's only gorillas.

Volunteers are a key part of the Park's operation. They primarily assist with visitor services, helping us achieve our conservation advocacy objectives whilst ensuring visitors have an enjoyable visit. We also seek skilled people who wish to volunteer their services to the Park in a wide range of areas from gardening to light maintenance work.

Volunteering is a challenging, varied and interesting role. We have two programmes: Senior Volunteers (18 years and over) and Assistant Volunteers (15 to 17 years).

Senior Volunteers (18 years and over)

Senior volunteers carry out a range of duties depending on the skills and interests of the individual. Volunteer work is generally focussed on visitor services such as guiding visitors.

There are three main roles

- Walkabout Guides lead visitors on a tour around the zoo from one animal feed to the next. They also provide key information to visitors and deliver presentations
- Shuttle Drivers conduct tours on our electric shuttle circuit while providing a commentary
- Spot guides specialise in a particular area (eg: New Zealand Natives) and provide key information about that area. Spot guides are expected to complete the same initial training as for other roles within the programme.

Other duties include

- Assisting in 'tailored' tours such as bus tours, Cruise Ship tours and education programmes where appropriate
- Assisting with public animal feeds, especially the Farmyard feed and Giraffe feed
- Face painting
- Gardening and general light maintenance work e.g painting, sweeping paths, cleaning windows.

Assistant Volunteers (15 – 17 years)

Assistant volunteers help our keepers at the Farmyard with cleaning and maintenance of animal habitats. They also help our Senior Volunteers at key animal feeds and a variety of other tasks.

Orana Wildlife Park volunteers must possess the following attributes:

- Be a team player and a reliable person with a 'can do' attitude
- Excellent oral communication skills
- Outstanding customer service and people skills with a positive, polite and friendly personality
- A passion for conservation and the aims of the Trust
- Be safety conscious and able to work with minimal supervision

We ask that Volunteers complete a minimum of two to four rostered days per month, working approximately 9.30am until 4.30pm each day. Hours outside of this can be arranged with the Visitor Services Co-ordinators. Private transport is essential as there is no public transport to the park.

Application Process:

Attached is an application for voluntary work form that you are requested to personally complete. Our team review each application and select suitable candidates for interviews.

If this sounds like you we ask you to complete and return the enclosed application form by email to volunteers@oranawildlifepark.co.nz or by post to The Volunteer Co-ordinator, Orana Wildlife Trust, P.O Box 5130, Papanui, Christchurch 8542.

General Information about the Position:

The position is based at Orana Wildlife Park, McLeans Island Road, Harewood, Christchurch, New Zealand.

Rewards

Appreciation vouchers are awarded to a Volunteer at the completion of every 100 hours of service.

Uniform

A uniform is issued to each volunteer on completion of 100 hours of service. This consists of a branded polo shirt and fleece vest. Prior to completing 100 hours, volunteers may borrow a uniform. It is recommended that all Volunteers wear practical, tidy clothing; preferably dark in colour.

Training

A comprehensive training and evaluation programme is in place to help Volunteers learn about the Park and its animals whilst being able to convey accurate information to visitors.



Confidential Application for Volunteering at Orana Wildlife Park

Personal:

Preferred name: _____

Surname: _____

Christian Names: _____

Are you known by any other names?

If so, what are they? _____

Date of Birth: _____

Address: _____

Home Phone: _____ Mobile: _____

Email: _____

Emergency Contact Details:

Name: _____

Relationship to you: _____

Home Phone: _____ Mobile: _____

Where did you hear about Orana's Volunteer Programme?

Newspaper / Volunteering Canterbury Website / Orana Wildlife Park Website / Word of mouth /

Other (please specify) _____

Please indicate which position you are most interested in:

Walkabout Guide / Shuttle Driver / Grounds people / Spot Guide / Assistant Volunteer

What are your interests/skills?

Please describe the skills/qualifications that you have which are relevant to the position?

What do you expect to gain from volunteering at Orana?

Referees:

Please give the name, relationship, address, email address and telephone numbers of at least two referees.

I consent to the Company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Trust for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signed: _____

Date: ____/____/____

General:

Are you available to commit to a minimum of two days per month? Yes/No

Are you able to make a commitment of 6 months or more? Yes/No

Have you been convicted of a criminal offence? Yes/No

Are you awaiting the hearing of charges in a civil or criminal court? Yes/No

Do you have a current full driver's license? Yes/No

Please circle what days you could be available

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

What transport arrangements do you have to attend voluntary commitments?

Medical:

Have you had any injury or medical condition caused by gradual process, disease or infection for example hearing loss, occupational overuse syndrome

that may be aggravated or further contributed to by the tasks of the position? Yes/No

If yes, please specify: _____

Have you claimed accident compensation in the last 12 months? Yes/No

If yes, please specify: _____

State any serious injury you have suffered that may affect your ability to effectively carry out the duties of this position:

Do you have any other known conditions that may affect your ability to effectively carry out the duties of this position?

Yes/No

If yes, please specify: _____

I consent to Orana Wildlife Trust seeking information on a confidential basis about me from the New Zealand Police, or any foreign police authorities. The information sought is to be released to them for the purposes of ascertaining my suitability for the position for which I am applying. I understand that this information is to be treated as “evaluative material” and thus I have no claim for access to it. This consent is valid for two (2) months from the date shown below.

Signed by myself this _____ day of _____, 20____.

Declaration:

_____ (full name) declare that to the best of my knowledge the answers in this application for voluntary work form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am offered voluntary work, my work will be terminated. I also understand that the information requested within this application form is sought to establish my suitability for the position that I am applying, and that if I do not provide such information then this application for work may be rejected.

Signed: _____

Date: ____/____/____