



## POSITION APPLICATION PACK

### Orana Wildlife Trust Volunteer

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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 1000 animals representing over 90 different species. Operating as a charitable trust, Orana fulfils an important role in managed, zoo-based breeding programmes for the species we hold.

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 guests have an enjoyable visit. We also welcome skilled people who wish to volunteer their services to the Park in a wide range of gardening and light maintenance work. Overall, volunteering is a challenging, varied and interesting role.

We currently have two programmes: Visitor Hosts and Field Team.

#### Visitor Hosts (18 years and over)

Visitor Hosts carry out a range of duties depending on the skills and interests of the individual.

#### There are three distinct Visitor Host roles:

- **Walkabout Guides** lead visitors on a tour around the zoo from one animal feed to the next. They provide key information to visitors, deliver presentations and assist at public animal feeds, particularly the Farmyard and Giraffe feeds.
- **Shuttle Drivers** conduct tours on our electric shuttle circuit while providing an educational and entertaining commentary.
- **Spot Guides** specialise in key areas of the Park, answering questions and conducting personalised mini tours for visitors of their specialist area.

#### There are two distinct Field Team roles:

- **Domestic Animal Assistants** primarily help our Animal Keepers in the Farmyard with the cleaning and maintenance of enclosures. This role is designed for those who are 16 to 17 years old or those who are considering a career with animals and need to gain some work experience. They also assist Visitor Hosts at key animal feeds and Grounds with a variety of other housekeeping and grounds tasks.
- **Grounds** keep our park-like environment tidy and presentable for visitors. Sweeping paths, gardening and window cleaning are just a few things that you might do as part of the Grounds Team.

**The successful applicant 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 rostered days per month, working approximately 9.30am until 4pm 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 Orana Wildlife Park Volunteer application form that you are required to personally complete. Our team review each application and select suitable candidates for interviews.

Please return the application form by email to [volunteers@oranawildlifepark.co.nz](mailto: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, Christchurch, New Zealand.

### **Rewards**

Appreciation vouchers are awarded to Volunteers 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.



# ORANA WILDLIFE PARK



McLeans Island Road • P.O. Box 5130, Christchurch 8542, New Zealand.  
Phone + 64 3 359 7109 • info@oranawildlifepark.co.nz • www.oranawildlifepark.co.nz

## Confidential Application for Volunteering at Orana Wildlife Park

### OFFICE USE ONLY

Date Application received \_\_\_\_\_ Interview Date & Time \_\_\_\_\_

Start Date \_\_\_\_\_ Evaluation Date \_\_\_\_\_

Uniform Size: Polo Shirt \_\_\_\_\_ Vest \_\_\_\_\_

### 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: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

### 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) \_\_\_\_\_

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**Please indicate which volunteer programme you are most interested in:**

Visitor Host (a mix of Guiding, Shuttle Driving, Spot Guiding)

Field Team (Domestic Animal Assistants, Grounds)

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Please describe your skills, experience and/or qualifications which are relevant to the position:

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What do you expect to gain from volunteering at Orana?

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What are your interests and/or hobbies?

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**Referees:**

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

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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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**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 at Orana Wildlife Park?

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**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: \_\_\_\_\_

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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\_\_\_\_.

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**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: \_\_\_\_/\_\_\_\_/\_\_\_\_