

Volunteer Coordinator – Role Description

About CWG

The Central Otago Wilding Conifer Control Group was founded in response to growing concern about wilding pines spreading across Central Otago. We organize and run volunteer conservation days to clear invasive conifers from high-value, often remote landscapes—protect biodiversity, farmland, water sources, and stunning vistas. Volunteers are provided with tools, training, transport guidance, and safety briefings. These days are rewarding, physically engaging, and deeply connected to our region’s environmental well-being.

Position Summary

The Volunteer Coordinator will lead the planning, organization, and execution of CWG’s volunteer working-bee days. This role is vital to delivering safe, efficient, and impactful volunteer experiences across our landscape.

Key Responsibilities

Volunteer Event Planning & Management

- Schedule and coordinate volunteer days across Central Otago, including site selection, logistics, team briefs, and transport arrangements.
- Liaise with landowners—especially on private properties—to plan and facilitate volunteer days.

Volunteer Recruitment & Engagement

- Promote volunteer opportunities via website, social media, mailing lists, and community partners.
- Manage registrations, communicate event details, and respond to inquiries.

Training & Safety

- Conduct inductions and safety briefings, ensure safe use of hand tools, herbicides, and awareness of terrain hazards.
- Ensure volunteers are aware of gear requirements (e.g., footwear, gloves, sunscreen, water).

On-Site Leadership

- Facilitate volunteer days, assist with tool distribution, and offer hands-on guidance.
- Monitor safety and ensure a positive volunteer experience.

Volunteer Support & Recognition

- Follow up after events with thank-you notes, feedback requests, and photo shares.
- Share success stories on social channels to recognize contributions and inspire future engagement.

Administration & Reporting

- Maintain volunteer records (attendance, hours, contact details).
- Prepare post-event summaries: attendance, location, number of pines removed, lessons learned.
- Help represent CWG at community meetings, outreach events, and relevant conferences.

Ideal Candidate Profile

- Passionate about conservation, landscapes, and community action.
- Excellent organisational, communication, and coordination skills.
- Comfortable in rugged environments; able to walk on steep, uneven terrain.
- Experienced at working with volunteers or managing events.
- Competent with digital tools: email, spreadsheets (e.g., Excel/Google Sheets), social media.
- Proven ability to adapt, problem-solve on the fly, and maintain team morale.
- Values teamwork and embodies CWG's mission of preserving Central Otago's ecosystems.

Working Conditions

- Type: Flexible (part-time or volunteer position), mainly event-based.
- Location: Central Otago; travel to various volunteer sites required.
- Schedule: Mornings through full days (6–8 hours per event), mostly on weekends; some prep/admin during weekdays.
- Equipment: CWG provides tools and supports transport coordination. Volunteers need their own sturdy footwear, sun/rain protection, water, snacks.

Why Join the CWG Team?

- Directly contribute to protecting Central Otago's landscapes and ecosystems.
- Lead and inspire a community of volunteers.
- There's an immersive, hands-on feel to the role—no office-bound limitations.
- Opportunity to build conservation networks and amplify a cause you care about.

Application Process

Interested? Please send your CV and a brief cover letter outlining your interest and any relevant experience to secretary@centralwildingconifers.co.nz

If you'd like to discuss the role further, feel free to reach out via the CWG mailing list or contact form.