

ROTOROA

An Island of Restoration

Job Title:	Relieving Ranger – Rotoroa Island								
Reporting to:	Island Manager								
Start Date:	To be negotiated								
Remuneration:	\$25.50 gross per hour								
Overtime:	May be agreed from time to time between the employer and the employee. Overtime will be paid at the standard hourly rate. No more than 2 hours of overtime can be claimed without the express approval of the Island Manager. Hours will generally be between 16-32 each visit.								
Hours of Work	<p>Shift hours are generally as follows:</p> <table border="1"> <tr> <td>Friday</td> <td>8 hours</td> </tr> <tr> <td>Saturday</td> <td>8 hours</td> </tr> <tr> <td>Sunday</td> <td>8 hours</td> </tr> <tr> <td>Monday</td> <td>8 hours</td> </tr> </table> <p>Where the hours worked may have some flexibility around start and end times, they must meet the needs of the role, e.g., include the ferry arrival and departure times.</p> <p>It is expected that the employee will be available to do one shift every 4-6 weeks for most of the year. The employee may be asked to do additional shifts to cover other employees. Weekend shifts in summer months may not be required due to additional staff on the island. Shifts may also be cancelled due to bad weather or safety requirements. From time-to-time additional work may be offered to the employee.</p>	Friday	8 hours	Saturday	8 hours	Sunday	8 hours	Monday	8 hours
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Saturday	8 hours								
Sunday	8 hours								
Monday	8 hours								
Accommodation and Transport:	Accommodation will be provided on the Island, free of charge, during your shifts. Accommodation may vary from time to time based on business requirements and on occasion may be provided on a shared basis with other employees. Accommodation provided is for employee use only. However, if the employee wishes to bring a partner or friend and accommodation is available the discretion to approve this rests with the Island Manager. You are required to always keep this accommodation in a tidy and clean condition. When you leave it should be left in a state that does not require any additional work to be done. Transport to and from the island is by way of the Explore ferry but may occasionally be through Waiheke if the ferry is not running. The Rotoroa Island Trust takes care of travel arrangements.								

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Job Description

The key purpose of the Relieving Ranger is to enable regular time off for the Island Managers. The Relieving Ranger is responsible for the management of all aspects of the day to day running of the island and is the first point of contact for visitors (day and overnight). This includes the management of any emergency situations. They are also responsible for any other personnel working (e.g., staff, volunteers, and any contractors). As such the Relieving Ranger from time to time effectively becomes the Island Manager (when and if the Island Manager is off duty and/or off the island and requires the Relieving Ranger to stand.

Key duties for this role include but are not limited to:

- Ensuring your own personal health and safety and that of all visitors to the island including other staff, volunteers, contractors and visitors (day and overnight) and ensuring that a daily safety tailgate is done with all personnel working on the island
- Dealing with the public in a warm, engaging, and informative manner
- Greeting all ferry arrivals and farewelling all departures
- Ensuring all passengers are accounted for as they arrive and leave the island via ferry
- Completion of biosecurity checks and undertaking biosecurity device checks on island
- Engaging with the boating community to educate and inform on biosecurity procedures
- Preparation of accommodation requirements for overnight guests
- Management of the check-in and check-out of all guests and their luggage
- Ownership of transportation of guests from ferries to accommodation as required
- Cleaning of accommodation facilities and doing related laundry and house restocking
- Building and grounds maintenance as required
- Providing estimation of daily visitor numbers
- Supervision of staff, volunteers and contractors on an as and when required basis
- Monitoring shore birds during breeding season and any other work required with native species e.g. water for takahe
- Assisting with set-up for events
- Provision of first aid and medical assistance as required
- All duties as agreed with the Island Manager during periods when they may be having a break either on or/off the island and the Weekend Ranger/Relieving Ranger is required to act as the Island Manager.

This role includes staying overnight on the Island when required to work consecutive days, at accommodation as provided by Rotoroa Island Trust. The employee must be able to catch the appropriate ferries to Waiheke / Rotoroa as required to meet the hours of this role.