

# Volunteer Application



Thank you for your interest in helping out with the great work that is going on at Natureland. The Natureland Wildlife Trust is a registered charitable trust set up to operate Natureland. Our mission statement is:

“We are an outwardly focused conservation organisation that creates meaningful connections between people, places and animals.”

Nelson New Zealand

If you would like to support us and become part of the team, please fill out a few details below and email to [volunteers@natureland.nz](mailto:volunteers@natureland.nz) or bring it into either one of our sites.

In order to consider your application, we need to find out some information about you. Our goal is to keep you safe during your time with us, and to help you find a volunteer role that you will enjoy and find fulfilling. We only collect information about you that we genuinely need, and it is all confidential.

**How did you hear about us?** News article  Social Media  Referral  Other

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**Volunteer role[s] of interest:**

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## Your Personal Details

First Name	
Surname	
Preferred Name	
Address	
Phone Number	
Email Address	
Date of Birth - <i>please note 16 is our minimum age requirement</i>	
Emergency Contact in case of Illness or Emergency - <i>this does not necessarily need to be a relative</i>	Name:  Phone number:  Address:

	Relation to you:
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## Work & Life Experience

What appeals to you about becoming a volunteer with Natureland?	
Please tell us your present or previous occupation(s).	
Please tell us about any past volunteer work you've been involved in.	
Please tell us about any current volunteer work you are involved in.	
Do you have any other educational or work experiences you feel would assist you as a volunteer?	

## New To You Shop Roles

If you are planning to join us in a volunteer role that involves working at our New To You shop, please complete the section below by choosing the days and frequency you are available. Shifts are generally 2-4 hours. Then continue to the health and welfare/declaration sections of the form.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekly						
Fortnightly						
Monthly						

## Natureland Park Roles

If you are planning to join us in a volunteer role that involves working with animals, gardening, food prep, or in the park shop, please complete the section below by choosing the days and frequency you are available. Shifts are generally 2-4 hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly							
Fortnightly							
Monthly							

Please tell us about any official animal care/conservation training you have received and any relevant animal experience you have.	
Will you need your volunteer hours tracked for an animal care course or any other official records?	
Do you have any diagnosis, medical conditions, disabilities, injuries, or allergies that may affect the type of work you can do at Natureland?	
Animal roles are very hands-on, particularly the Keeper Assistant role. Do you prefer to get your hands dirty and be one-on-one with the animals, or would you prefer more behind-the-scenes animal care roles?	

## Health & Welfare

This information will not necessarily exclude you from volunteering but knowing your medical history and any current conditions helps us keep you safe. Please rest assured that any information you provide is confidential, and will not be shared even amongst Natureland staff, without your permission.

		Yes	No
Have you ever suffered any back injury, back strain or overuse injury?			
		Yes	No
Are you allergic to, or have sensitivity to any food, substances or chemicals? If yes, please list:			
Have you ever suffered from any of the following:			
Heart complaint		Stroke	
Blackouts or fits/seizures		Asthma	

Eyesight defect which is not corrected by wearing glasses		Mental health condition which requires ongoing clinical management	
If you have answered <b>YES</b> to any of the above Health & Welfare questions, please provide brief details below in order that we can best look after you.			
Do you have any other condition that may affect your ability to carry out the functions and responsibilities of a volunteer role? If so, please provide brief details here:			

## Declaration

Please check the relevant answer to each question below and then sign to confirm your responses.

	Yes	No
I understand that if I take on a volunteer role with Natureland, I will be given a Volunteer Agreement that will contain Health & Safety information relevant to my role that I am expected to comply with.		
I understand that in order to keep myself, the public, and our animals safe it is important that I follow instructions given to me by Natureland staff, heed all safety signage and don't do anything I haven't been asked to do unless I check with a staff member first.		
I understand that the following Acts (around which Health & Safety standards are based), are available to view at the Natureland office: PRIVACY ACT 1993, the HEALTH AND SAFETY IN EMPLOYMENT ACT 2003 and the HEALTH INFORMATION CODE 1994 along with the Natureland health and safety manuals.		
Within the past 10 years have you been convicted of any offense (apart from minor traffic convictions) against the law, in New Zealand or overseas. If yes, please provide details here:		
Do you have any criminal or major traffic charges pending? If yes, please provide details here:		
I declare that all the information provided by me in support of my application is correct. I acknowledge that if I have provided incorrect or misleading information or have omitted information of significance, I may be disqualified from becoming a volunteer, or if appointed, liable to be dismissed.		
<b>Name</b>		
<b>Signature</b>		
<b>Date of Signing</b>		

## Volunteering at Natureland

Saving wildlife is a team effort, and our staff would like you to join us as we work to save species.

Come and spend some time with us either on your own or bring some friends and make it a regular outing. We do need reasonable commitment so that we are able to roster but will try to work with you as best we can to make it work for everyone!

### Volunteering positions:

#### Keeping Natureland Beautiful – grounds work.

We are looking for people who love working in the garden doing things like weeding, pruning, planting, keeping the bark and pebble areas raked and well presented, and watering (especially in summer). From time to time, we also need to spread mulch and bark on the garden beddings. Your physical ability would determine which tasks are suitable for you.

**Optimum hours per week:** 2 - 3 hours

**Hours of work:** between 8am - 4pm

**Days of the week:** Any day of the week

Suitable for individuals or groups. If you can commit to at least a couple of hours per week/fortnight, we would love to hear from you. This is the most flexible position available with you being able to choose your day and times.

#### Customer Service – Natureland Shop

Have you worked in a retail shop or have customer service experience? Are you keen to learn about retail? We are looking for volunteers to work in the retail shop with duties such as – ticketing, retail sales, knowledge of the park for advising visitors, and great customer service as the front-facing role for visitors to our zoo.

**Optimum hours per week:** 4 hrs +

**Hours of work:** between 9.15am - 3:30pm

**Days of the week:** Any day of the week

Ideally, you would have a set day per week. For the morning shift, you must be able to start at 9.15am; however, the end time is negotiable. For the pm shift, it is ideal to start between 12pm and 1pm and end at 3:30pm.

Volunteers would be rostered according to their availability.

#### Food preparation and /or dishes for the animals

Our animals rely on us to get their food just right – every day. We are looking for help with cutting up the food (vegetables, fruit), weighing food (pellets, fruit and vegetables), and washing dishes. You must be able to skillfully and safely use sharp knives, have good kitchen hygiene, and follow the strict diet sheets. Maybe you would just prefer to wash their dishes, which is also incredibly important for the health & hygiene of the animals.

**Optimum hours per week:** Minimum 3 - 4 hrs

**Hours of work:** 8am - 11am

**Days of the week:** Any day of the week

Food preparation takes around 3 hours in the morning. Suitable work for individuals or groups. If you could commit to at least one day per week / fortnight, we would love to hear from you.

## Keeper Assistant

If you have a passion for working with animals, then being a keeper assistant is the place for you! You will be helping our keepers with the care of our animals. You will start out with our domestic animals which include alpacas, goats, sheep, pigs, rabbits and chickens. Over time as you gain experience, opportunities to work with some of our other animals is possible. It is really up to you how much you get out of it. This role requires bending down and physical lifting so will not be for everyone. Oh! – and you must be happy to clean up their poop and there is a lot of it. It is an important part of the job as it keeps them healthy, happy and safe. If you were interested in a longer-term zoo career, this would be a great way to start and learn about the animals!

**Optimum hours per week:** Minimum 3 hours

**Hours of work:** 8.15am start

**Days of the week:** Any day of the week

If you could commit to at least one day per week/fortnight, we would love to hear from you.

## Fix-it helpers

We are looking for tradespeople or general handy-people who can volunteer their time in the following areas: Plumbing, electrical, (including a qualified appliance tester for our New To You Store), carpentry, general fix-it jobs like fencing for the grounds/pens and perching for the birds.

**Hours of work:** Whenever you can spare the time

**Days of the Week:** Maybe you would be happy to come in once a fortnight/month and see what needs attention or be on call for when we need assistance.

## New To You Store – Nelson CBD

Have you worked in retail or second hand shops? Do you have customer service experience? We are looking for volunteers to work in our second hand shop in town. Duties will involve – checking, hanging, steaming and pricing clothing, sorting donations, serving customers, and merchandising in the shop. It would be helpful if you had a good knowledge of Natureland and a bubbly and helpful personality for front facing roles, and for sorting roles, great attention to detail is required.

**Optimum hours per week:** 4 hrs

**Hours of work:** Between 10am – 4.30pm

**Days of the week:** Monday - Saturday

Ideally, you would have a set day per week or fortnight. Start and finish times are negotiable. Volunteers would be rostered according to their availability.