

Position	EcoCentre Host / Climate Action Activator – Volunteer Role
Key objectives of the role	To be the first point of contact for members of the public and visitors entering the EcoCentre in a way that complements the Trust’s environmental values and mission.
Ask	One 4 or 3.5 hour shift per week Wednesday – Saturday Shifts 9-1pm or 1pm-4.30pm
Key relationships	Close working relationship with: Community Manager, Sustainability Manager, Lead Educator, Climate Action Educator, Curtain Bank Co-ordinator, Fair Energy Manager and other office staff.
Key outcomes for Sustainability Trust	<ul style="list-style-type: none"> • Provide members of the public and Trust visitors with a positive experience, when entering the EcoCentre. • Become comfortable at screening queries, identifying needs, giving advice and/or referring on. • E-waste and other recycling items are charged at correct rate. • Ensuring recycled items are correctly deposited, counted and/or weighed and entered into relevant database. • Daily visitor numbers are correctly counted and entered into spreadsheet. • Assessing/screening curtains and bikes for suitability. • Ensuring the Laneway and EcoCentre is kept clean and well presented.
Key outcomes for volunteers	<ul style="list-style-type: none"> • Feel like you are making a real difference in helping people take action on climate change. • Become confident dealing with clients/customers • Learn more about living sustainably.
Key Competencies	<ul style="list-style-type: none"> • A passion for sustainability and saving the world! • Friendly, well presented and enjoys talking to people. • Comfortable using basic computer skills. • The ability to use basic Te Reo Māori greetings and a commitment to ongoing learning in this area. • Continued commitment to learning. • Ability to politely say no to items we do not take and refer on.



	<ul style="list-style-type: none">• Some physical handling of heavy items is needed, but we do have systems to support this.
Diversity	We know that innovation thrives in teams where diverse points of view are welcomed and celebrated. We explicitly seek people that bring diverse life experiences and diverse cultures, people who have diverse educational backgrounds and work experiences. We know that, together, this kind of diversity is what it takes to solve hard problems.
Location	The role is based in Wellington, at 2 Forresters Lane, Te Aro. This is an accessible space.