

Interested in volunteering at the Ōtara Kai Village? Then we want to hear from you



You may be wondering what the Ōtara Kai Village is?

- It is first and foremost a social eco-sustainable space focused on enabling families to have access to affordable nutritious food in their neighborhood.
- The café space is situated in a modified 40ft shipping container located in the Ōtara Town Centre.

Still interested and eligible?

- Fantastic!
- Please have a good read of the **Volunteer Application form**. These will help inform you on the finer points of becoming a OKV Volunteer.
- You will need to comply with our volunteer guidelines.
- The Village manager is available to advise you about your application, space availability and any other queries you might have. Feel free to email thecommunitybuildersnz@gmail.com

Process

- Email or drop off the **Volunteer Application** to the Village manager. The manager may follow up with a phone call to flesh your application out further but please take the time initially to do your business or idea proud.
- The OKV team will discuss your application in light of suitability, space availability and general fit with the OKV kaupapa.
- The Village manager will get back to let you know the outcome or for further information.
- We will run you through an induction and Health and Safety will be covered..
- Begin Volunteering!

VOLUNTEER INFORMATION & KAI VILLAGE KAUPAPA

Thank you for your interest in trading at the Ōtara Kai Village. The OKV is a social eco-sustainable space focussed on enabling families experiencing food insecurity to have dignified access to affordable nutritious food in their neighbourhood. It also recognizes that the 'Social' is a vital part of the change process and that food is a powerful connector and catalyst to expanding wider social, economic and cultural opportunities for individuals, families and communities.



We achieve this by working with retailers and manufacturers to tackle their surpluses sustainably and securely, managing our own local community garden space, working with local growers, supporting the growth of local businesses while encouraging Eco Environmental & Sustainable practices. Any profit made goes directly back into sustaining the village, creating employment opportunities and supporting local community initiatives that contribute to seeing our local people thrive.

We currently operate a fresh fruit & vege social mini mart and a commercial cafe space out of a modified 40ft shipping container located in the Ōtara Town Centre. Around these spaces we run a local community garden and run social activations, workshops & events throughout the year in conjunction with other local service providers and groups.

To ensure the Ōtara Kai Village will continue in a manner beneficial to all and to keep everyone safe, a range of **Terms and Conditions** must be complied with. By signing the Volunteer Agreement form, you are agreeing to comply with the current *Terms and Conditions* and the *Code of Conduct*, should your volunteer application be successful.

We currently have volunteer positions to work in the Healthy Vege mart store, Cafe, Flower & Vege Gardens & in the activations team. All training and support will be provided and all volunteers will receive a OKV team polo and invitation to staff only events.

Ōtara Kai Village Code of Conduct

The Ōtara Kai Village is committed to providing an environment that is enjoyable, safe and secure for all members of the public, vendors, staff and volunteers.

As volunteers you will:

- take responsibility for your own behaviour
- treat all individuals and property with respect and care
- have awareness for the well-being and safety of others
- be mindful of the surrounding businesses when playing music particularly the doctors surgeries directly across from the café.
- co-operate and comply with the instructions of the Village manager at all times.
- comply with designated rules for each volunteer role.

The following behaviours are not acceptable at the Ōtara Kai Village and may result in disciplinary action being taken with possible suspension of trade.

- consumption of alcohol, cigarettes or drugs.
- language or behaviour which is offensive be it verbal or written
- failure to comply with Ōtara Kai Village *Terms and Conditions* *

Complaints Process:

In the first instance it is advised that the parties involved seek to resolve the issue between themselves. If this proves unsuccessful the next step is to approach the Village Manager who will undertake to talk with all parties involved to obtain clarity about the situation. The Village Manager will also, where appropriate, consult with the Trust.

****Breaches of OKV Terms and Conditions may result in disciplinary action being taken by the Trust. This action will take the form of firstly a verbal warning for a breach, followed by a written warning for a second breach including a possible suspension as a volunteer.***

Ōtara Kai Village APPLICATION TO VOLUNTEER

Venue: Outside 120, East Tamaki Rd, Ōtara

Contact Details:

Name of Applicant:

Address:

Phone Number:

Email address:

Please select the option(s) that interest you

- Vege Mart Village Operator:** *Involves organising daily vegetables for the shop and check out operator duties.*
- Community Garden & Flower Garden Kaitiaki:** *Involves ongoing Vege & Flower Garden maintenance and watering.*
- Cafe Village Operator:** *Involves all aspects of food hospitality in the cafe i.e Check out operator, Making Coffees, Preparing and serving out food, setup and pack down with cleaning.*
- Village Social Activator:** *Involves planning and running different social activities for the community in the OKV space.*
- Other ideas: _____

What days and times can you commit to volunteering:

Please complete and return to:

The Village Manager

Ōtara Kai Village

thecommunitybuildersnz@gmail.com

Statement:

I have read and understand the *Terms and Conditions* and *Code of Conduct* of the Ōtara Kai Village and Trust and agree to abide by them as a volunteer.

Signed: _____ Date: _____