

Nāku to rourou nāu to rourou, ka ora ai te iwi
With your basket and mine the people will thrive

Position: Kaimanaaki/Host

Reports to: Kaiwhakahaere Matua/Manager, Strathmore Park Community Centre Trust

The Strathmore Park Community Centre Trust operates two facilities in Strathmore Park, Wellington. The Kaimanaaki/Host works at either or both Te Tūhunga Rau and Raukawa centre. You may be responsible for managing the regular open hours, with a focus on providing welcome and community connections. You will assist the Kaiwhakahaere Rauemi/Programme Manager and Kaiwhakahaere Matua/Manager to develop and deliver programmes in the Strathmore Park community.

Roles and responsibilities – Noho haepapa

1. Interaction

- Provides a welcoming presence at the centre
- Ensures, to the best of your ability, positive relationships between centre users
- Ensures, to the best of your ability, the centre is enjoyable for regular users and new users, from diverse social and ethnic backgrounds.
- Takes responsibility for safe operating of the centre, as required.
- Represents the culture of the centres in partnership with colleagues.
- Takes an active interest in the welfare of individual users.
- Maintains confidentiality and sensitivity to personal needs of users.
- Maintains mana tangata

2. Programme development and services – Mahi ratonga

- Stays current with what activities and resources are available within the centres.
- Proactively promotes services and activities offered at both centres.
- Supports any users to seek assistance for specialist support such as budget advice, family, housing and mental health issues, etc.
- Liaises with specialists in supporting individuals and families who need support, or are clients of these providers.
- Assists the Programme Manager and Manager to develop and deliver programmes, events and services.
- Assists community-led development of programmes.

3. Administration – Mahi whakahaere

- Assists with operation of the centres as directed by the Manager
- Keeps the centre, and outdoor area, clean, well-organised and tidy to a high standard
- Assists with the maintenance of volunteer programmes and supports volunteer processes and policies.
- Maintains records as directed by the Manager
- Maintain a safe work environment by identifying and rectifying any hazards

Person specifications

- **Ngākau aroha ki nga tangata katoa**: Engages easily with people from all backgrounds and cultures, with natural empathy and interest in peoples' lives
- **Aroha ki te tangata**: Consistently shows warmth and friendliness
- **Whakapakari ngā hapori me ngā hoa kaupakihi**: Eagerness and an aptitude to learn about the community sector and community development, and work alongside community partners
- **Mahi tahi**: Ability to work well in a team, and alone
- **Mana tangata**: Shows leadership in challenging social situations
- **Whakamana Te Ao Māori**: Shows understanding of, and commitment to Te Tiriti O Waitangi as our guiding document, is willing to grow and learn, to apply kaupapa Māori practices that are embracing of all communities.
- **Mana o te mahi**: Practical housekeeping-type skills are desirable
- **Mahi tuhituhinga me mahi rorohiko**: Administrative skills and computer literacy are desirable