



# Volunteer Orientation

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# Welcome!

**Thank you for coming to Kawai Purapura. Our volunteers are the lifeblood of our community and we trust your time at Kawai Purapura will be an enjoyable and rewarding experience.**

## Vision Statement

It is important to us that all our visitors are aware of and behave in accord with our value statement, as follows:

“To create a sacred place where we transform the way we relate with the land, each other and the planet, so that future generations will live in a healthier, harmonious, socially responsible, spiritually aware, regenerative world.”

## Living in a community

Living in a community requires give and take. Please be respectful of each other and mindful of the space you are in. This means keeping noise levels down with no noise after 10pm, cleaning up after yourself, washing and putting away all dishes and cooking materials as well as helping to keep the lounge tidy for everyone to enjoy.

Please respect all of Kawai Purapura’s property. As an environmentally conscious community, we try our best to reduce our rubbish production by recycling and composting appropriately.

## Check in and volunteer bond

When you check in at reception you are provided with a key, locker and a box containing a duvet, pillow, set of sheets and towel. The box functions as your food box. A bond of \$30 applies. Please note that the bond will not be refunded if you:

- don’t clean your room, fridge shelf and food box
- don’t return the box the way you received it (with duvet, pillow, linen set and towel). You need to wash and dry the sheets and towel
- leave earlier than our minimum stay
- give us a notice (that you are leaving) shorter than 72 hours prior to your new departure date
- don’t check out on time (12am=midday)

You will need to confirm what date you are expecting to depart. Closer to the time, we are happy to negotiate a further period of stay (we welcome volunteers to stay as long as possible); but you may be required to change rooms beyond the initial departure date.

If you would like to stay on longer you need to discuss this with the volunteer coordinator as there may be people due to move in to your space.

## The Welcome Tour

A tour of Kawai Purapura is kindly provided by our resident, Kirar Pere (mb 022 639 6575), where you can learn more about Kawai Purapura and the land it is situated. These are held Monday at 12.30-1.30 leaving from reception; and on Wednesdays at 5.30-6.30pm leaving from the Rangimarie Kitchen. There is no need to book; just come along.

Please arrive a few minutes early.

Note: Tours are not run if it is raining

## Reception Hours

Monday-Friday	08.30-20.00
Saturday	07.00-19.00
Sunday	08.00-17.00

## Roster

We require volunteers to contribute 18 hours of work each week (this covers your accommodation). If you have not already booked a specific role in advance of your arrival, you will be assigned work each day, usually based on a 3 hour per day/6 day per week work schedule.

The work roster is created one day in advance for Tuesday-Friday. The Saturday, Sunday and Monday rosters are made on Friday. If you have a specific requirement, you must advise the volunteer coordinator before 13.00 each day (for Tues-Friday rosters) and before 13.00 on Friday (for Sat, Sun and Mon rosters). The roster is posted in the Volunteer Lounge by 16.00 each day.

The day you work, you will also be assigned a specific task for the volunteer lounge clean-up. This changes from day to day, so make sure you check the daily roster. The clean up takes place 9.00-9.15 and 13.45-14.00 every day. Bring everything with you that you will need for the shift, such as warm clothing, sunscreen, etc. Your shift does not finish until the end of the scheduled time.

The team leader will meet you at the lounge at the beginning of your shift with the exception being a kitchen shift, please go to Prema kitchen to meet with Jaynee or Terry. Please go to reception if you have not been met or if you cannot find your team leader during your shift and you have finished your current task.

Please note that during your shift you may not have a team leader working alongside you. Hence, please take the responsibility to return your tools at the end of the shift and leave at the allotted time (do not wait for team leader to dismiss you). At the end of your shift you must return any allocated tools or equipment to the tool shed or cupboard from which they were taken and all keys to reception.

### No-shows:

If you have more than 2 no-shows for the daily cleaning of the Volunteer Lounge, you will be rostered for an extra shift.

If you fail to show up to your shift more than 3 times will have to end your volunteer position and you will be asked to leave.

## Rooms

Please leave curtains pulled back, and windows open during the day to ventilate rooms. When you are away from your room, please lock doors and windows to avoid theft. **Please note you are responsible for your own valuables.** Please pay attention to security such as laptops, cell phones and passports. We recommend you keep your passport with you at all times. Kensington locks are recommended to secure laptops, otherwise, please use the locker provided.

All rooms are provided with heaters, if required. Do not drape anything (clothes, towels) over these heaters.

Please do not light incense or candles in your room as these trigger the smoke alarm.

Please do not remove beds, curtains, decorations or furniture from your room.

## Kitchen & Food

The kitchen is vegetarian.

The kitchen is not to be used between 09:00-09:15 and 13:45-14:00. At these times, the volunteer kitchen and lounge clean-up is performed by all people who are working that day at 09:15 or 14:00. If you have a day off, you are not required to do this clean up.

Simply clean up after yourself, that would save a world of hassle. Wash, dry and put away what you use, clean benches when you are done.

Keep all your food only in the space provided to you. Please dispose of your rubbish in a responsible manner. Place your food scraps in the compost bin and your recyclables in the designated bins.

The communal shelf, spice rack and free fridge are for all to use. If you are leaving food behind when you check out, please place it on the communal shelf or in the free fridge.

The freezers are communal, please mark your frozen food clearly when placing it in the freezer to avoid confusion.

Pack n Save is generally the cheapest supermarket. See the map in the Volunteer Lounge.

If you are staying in a caravan, there are rubbish bins and recycling bins located just outside the green orchard cottage, which is halfway up the drive. If you are staying in one of the cabins there are also some outside Kahikatea laundry.

The organic food shop, Naturally Organic, is located on the other side of the mall, up the hill.

## Toilets and Showers

These are shared. There are two ablution blocks on the top level for your use (Great Heart and Lotus). Another two toilets are located in the swimming pool area.

## Property Access

You are most welcome to explore all areas of the property however, please be mindful that as a retreat complex, there are often areas booked by retreatants and yoga practitioners.

The Prema Lounge and deck area are out of bounds for Volunteers as this space is reserved for retreat guests and casual accommodation residents.

Please respect our trees and keep to the trails when walking on bush tracks.

## Checking Out

On your day of leaving, your room needs to be empty and clean by 12am=midday.

Please check the “Volunteer Check-out Checklist” at the end of this document.

Your bond will be returned after an inspection of your room and when the key and box have been returned.

## Community Class Schedule

A schedule of casual classes (yoga, meditation, etc.) may be found on the notice board at reception. The 7am yoga class is free for volunteers to attend. Otherwise, a discounted rate of \$5 applies to all other classes. Please pay the teachers directly.

## Feedback Form

You will find a feedback form in the volunteer lounge. We welcome constructive feedback on how we can make your stay here a great one. Please leave in the box. The box will be cleared weekly.

## Fire Evacuation Procedure

If you are first to notice a fire, please phone the fire department immediately on ph 111.

In case of fire, an alarm will sound. In this case, please make your way to the Fire Evacuation area on the lawn next to the Prema Lounge. To familiarise yourself with this procedure, please read the fire evacuation document enclosed.

## Injuries/sickness

If a work injury occurs during your shift, you are responsible for reporting this right away, no later than at the end of your shift. Otherwise, this will not be treated as work related injury. Please see reception if any kind of treatment is needed.

If you due to sickness are not able to work your shift, you need to inform the Volunteer Coordinator before your shift starts. This can be done in person, by calling reception (09 415 9468) or by email: [volunteer@kawaiapurapura.co.nz](mailto:volunteer@kawaiapurapura.co.nz). You will need to make up your hours later.

## Guests

Should you need a guest to stay, please note there is a charge of \$30 per night per person. Your guest must check in at reception and, like all casual guests, have his or her ID copied when payment is taken.

## Mail/Couriers

Mail and courier deliveries can be collected from reception. If you receive a parcel a note will be placed in the lounge and you can come and collect the parcel from reception.

## Parking

There is no parking available on site for volunteers. Should you have a vehicle, council car parking is available at the bottom of the driveway. It is quite safe to park your vehicle there.

## Pastoral Care

Your welfare and enjoyment is our priority during your stay at Kawai Purapura. Should you have any concerns or would just like a chat, feel free to talk to any of us in the office or specifically.

## Resident Guests

Volunteers are not permitted to become guests of residents without written permission from management prior to commencement of volunteering.

## Smoking-Drugs-Alcohol

At Kawai Purapura we enjoy a smoke, drug and alcohol free environment. Our expectation is that all guests will kindly comply with this kaupapa.

## Swimming Pool, Sauna & Spa

The 25 metre, non-chlorinated swimming pool is available for volunteer use during its open season. It is treated with Copper Sulphate, which may turn blond or bleached hair slightly green. Rinse your hair after swimming to avoid this. The code is C358Z. There is no lifesaver on duty so pool use is at your own discretion. Pool hours are 8am – 9pm. Please make sure the door is closed properly when you leave the pool. Place hand on top and pull the cover down.

The spa/sauna costs \$15/hour. Combined the price is \$20/hour. Please book and pay at reception. Also, please note that \$30 key bond will be collected at the time of key pick up.

The spa and sauna are free for volunteers and residents Sunday night 7.00 pm-9.00 pm. Booking still has to be made at reception and key bond paid.

Spa may be closed for cleaning Tuesday–Thursday as non-toxic chemicals are used which require a weekly full replacement.

## Taxis/Shuttles

Auckland Taxis ph 300 3000

### *Airport Shuttle*

Quick Shuttle ph 215 7009

Airlink Shuttle ph 0800 999 567

## Useful Phone Numbers

### Emergency Phone Number

For fire, police and ambulance emergencies, the number to call in New Zealand is 111.

### Medical Centre 24/7 Urgent Care

Shorecare 24/7 Urgent Care Clinic,

Ground Floor, Sovereign House, Smales Farm, Takapuna

Shorecare Smales Farm is found just off the Northcote exit of State Highway 1. Please follow the signs into Smales Farm. Shorecare Smales Farm is open 24/7 365 days of the year and no appointment is necessary.

### Doctor

Albany Family Medical Centre

368 Albany Hwy, 0632, New Zealand

albanydocs.co.nz

Ph 415 8959

### Pharmacy

Albany Village Care Chemist

1/287 Oteha Valley Rd, Albany, Auckland 0632

Ph 415 9676

Hours: 8:30am-6pm

Our volunteers have a private Facebook group managed by the volunteers. You can find it here:  
<https://www.facebook.com/groups/965395070218892/>

There is a second group for more formal volunteer notices which can be found here:  
<https://www.facebook.com/profile.php?id=100014480130214&pnref=friends.search>

### Volunteer Meeting

A weekly volunteers meeting is scheduled every Monday at 12:30 in the Volunteer Lounge/Pool area (if weather is good), where we discuss volunteer related matters, light refreshments are provided.

### WiFi Details

We have three WiFi networks you can use:

KawaiPurapuraFreeWifi and VolunteerLoungeWiFi which requires no password, and KawaiPurapuraW1F1 with the password pura1

### Yoga Mat hire

Yoga mats are available at reception for the duration of your stay for a \$10 refundable deposit.

Self-practice classes are scheduled on the yoga timetable, the pool area and lawn has been designated for self-practice at other times.



## Volunteer Check-Out Checklist

On your day of leaving, your room needs to be empty and clean **by 12AM=midday**.

Your bond will be returned after an inspection of your room and when the key has been returned.

Please follow the checkout requirements below and have your space and items ready for the next booking. Failure to satisfy the check-out requirements may result in a reduction of your bond refund.

Task	Description	Completed √
Box	Wash your food box	
Linen	Wash, dry, fold and place your linen pack back in your box with duvet and pillow (do the washing first and manage your time wisely)	
Locker	Clean and dry your locker	
Floor	Vacuum and/or mop the floor or carpet of your accommodation	
Surfaces	Clean and dry all surfaces	
Windows	Clean and dry all the windows of your accommodation	
Personal Items	Remove all personal items. If you wish to donate something, please bring it to reception	
Rubbish	Dispose of all rubbish and recyclables	
Fridge	Remove all food, clean and dry your shelf and take off your name	
Food	Place any food you wish to leave in the communal shelf/free fridge	
Keys	Return all keys to reception	
Please report any maintenance issues in the space below		
Volunteer Name		Checkout Date

Staff Name	Staff Signature
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**Thank your again for volunteering for Kawai Purapura, we hope you've enjoyed you experience!**