

Role Title: Ranger HR Lead

Team: Red Earth Rangers

Department: Site Safety

Team Description

The Ranger HR Lead is a support role responsible for the inventory and cataloguing of the Red Earth Rangers pool of headcount.

The Ranger HR lead reports to the Ranger Lead (including 2IC). The Ranger HR Lead is a participant who volunteers a portion of their time throughout the year prior to the Burning Seed event.

Rangers act as non-confrontational community mediators, providers of reliable information, facilitators of public safety, and navigators at the edge of chaos.

Day or night, pairs of Rangers can be found walking about the paddock engaging with the community, enjoying the art, and always ready to help sort things out. As a HR lead, you are supporting the on-the-ground Rangers do what they do best.

Role Summary/Purpose:

The role of the HR Lead is to oversee the number of Red Earth Rangers crew that have signed up to assist with Burning Seed and ensure that we not only meet our recruitment targets for the year but also to retain interest from as many of these individuals as possible in coming years. They are the first point of contact for all incoming Rangers, and are responsible for ensuring that they are onboarded properly and that they receive the necessary information or contacts to be able to fulfill their roles.

The HR Lead will work with Crew Wranglers and Ranger Administration to ensure we hit recruitment targets for Operational roles (DIRT, RED5, Officers etc) and also ensure that the Ranger Support roles are also filled that underpin the Operational roles (i.e. Administration, Communications, Training, etc).

HR Lead reports upstream to the Lead and 2IC, and is reported to by Administration

Major team projects for 2017:

- Solidifying a strong and dedicated core group of Ranger leadership
- Recruiting more Rangers, while keeping the Ranger attrition rate low
- Strengthen and define existing policy and SOPs so that stakeholders are empowered to make tough calls and decisive action when necessary

Working relationships:

- Site Safety Facilitator and Site Managers
- PEER Rangers, Sanctuary, Medical Team, Security Team
- Crew Wranglers
- Rangers Lead & 2IC
- Jedi Council
- Training Team Lead

Time Commitment/Dates required:

- **Year Round:** 2-20 hours per week depending on the time of year, more commitment is needed closest to the event and during spikes of Nevada/Regional burn activity (i.e. during Seed ticket release, date announcements, other Regional Burns and the months prior to Seed where awareness and interest will be at its highest.)
- **On Site:** Nil,
- **Post-event:** 2-10 hours per week, due to awareness from new Seed participants or those who want to get involved in following years after witnessing, or receiving support from, the Rangers. Also providing input for Rangers Afterburn Report.

Duties/Responsibilities

- Weekly updating the pool of Rangers who have signed up. Liaison with Crew Wranglers and Ranger Administration.
- Collection of notes and commendations of Ranger performance
- Escalate queries to Ranger Leads in the event of an atypical query.
- Assisting with the development of the rosters for the event with the support of Ranger Shift Leads and Ranger Administration.
- Embody the Ranger spirit, promote the importance of Rangers and be on the lookout for new recruits
- Assisting the Training Lead to ensure all crew are thoroughly trained prior to fulfilling shifts

Key challenges

- Hitting recruitment targets for the various operational and support roles for Burning Seed, and devising ways to keep crew returning.
- Provide timely responses to queries and being helpful and enthusiastic, even when supplying the same information repetitively. Where possible, responses should be returned by COB next business day for all standard queries.

- Fielding challenging queries and reports throughout the year and knowing when to escalate upstream.
- Maintaining morale through the year and communicating this effectively pre and post event.

Necessary Qualities, Knowledge and Experience:

- Must possess exemplary written and verbal communications.
- Consistent access to the internet and to a computer or device capable of word processing and e-mail.
- Comfortable using spreadsheet applications such as Excel, Google Docs or OpenOffice Calc.
- Excellent understanding of the Rangers role as well as adjacent Site Safety groups (i.e. PEER, FART, etc)

Desirable Qualities, Knowledge and Experience:

- A Dedicated Enthusiasm in what the Ranger Team does for our community
- Prior experience as a DIRT ranger or other Site Safety role.
- Past experience in staff/volunteer coordination or equivalent.
- Would suit individual with administration, recruitment or HR background. Experience with the aforementioned would be desirable.
- Detail-oriented writing skills for query responses and addressing queries first-time.
- A Desire to obtain more experience in Rangering through attending other Regionals in a Ranger or Ranger Support Capacity.

How to Join: Register to join the crew via completing the Crew registration Form found [here](#).

Version and revision date: v1 (March 2017)