

Role Title: Ranger Treasurer

Team: Red Earth Rangers

Department: Site Safety

Team Description

The Ranger Treasurer is responsible for inventory, budgeting and purchases of perishable and non perishable goods for the Ranger Team to conduct activities primarily during the Burning Seed Event, as well as throughout the year.

The Ranger Treasurer reports to Ranger Council. The Ranger Treasurer 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 an Administrator, you are supporting the on-the-ground Rangers do what they do best.

Role Summary/Purpose:

The Treasurer is responsible for coordinating the budget and expenses with the funds allocated to them from the Burning Seed event, and is empowered to make the necessary purchases required by the Ranger team.

In addition, they will also assist with the management and arrangement of Ranger documents stored online, particularly where finance is concerned, and bring matters to the attention of the Ranger Lead from other working relationship groups.

Furthermore, they will be providing input to the Afterburn report at the end of the year.

Major team projects for 2019:

- 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:

- Ranger Council
- Site Safety team

Time Commitment/Dates required:

- **Year Round:** 2-10 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, TBD
- **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 + drafting input for Rangers Afterburn Report

Duties/Responsibilities

- Work with Ranger Council and Burning Seed organisation to stock take of current Ranger assets and identify purchases required
- Escalate concerns and queries to Ranger Council in the event of an atypical query.
- Embody the Ranger spirit, promote the importance of Rangers and be on the lookout for new recruits

Key challenges

- 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.
- Maximising funds allocated to cater for the equipment and perishables needs for Rangers onsite.
- 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.
- 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 in purchases and budgeting
- Would suit individual with financial background or previous/current employment in purchases. 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 (April 2017)