

General Volunteer roles	Project Purpose	Project research	Project public gatherings/sessions/workshops	Project Co-Design ideas/design/decisions	Project Implementation
Community Champions	Are active community members that have extensive networks who are trusted by locals. More of an ambassador type role, but could also be involved in the project work.	Taking opportunities to discuss the opportunities of Innovating Streets project, sharing information, encouraging participation in the ISFP project.	Attend, host, facilitate public sessions. Continue to gather interested community members and share information.	Continue to gather interested community members and share information.	Continue to gather interested community members and share information.
Social Procurement & Volunteer Coordinator	person who can lead the investigation and organization of community co-delivery partners at different stages of the project, working closely with the Community Champions	Recruiting volunteers within the community. Procure incentives, prize draw gifts for walking audit participation	Work alongside Community Champions to source specific skill sets of community members as project plan is co-designed.	Source and assign people and materials as and where needed based on progression of project.	Scheduling volunteers, aligning skills with specific aspects of co-designed project plan. Procure materials needed- food/drinks, incentives
Activities & Events Coordinator	This is particularly relevant for short-term demonstrations events, but for longer-term (1-12 months) Tactical Urbanism projects may also involve activation events.	Hosting public sessions in public spaces on Jackson Street to collate and discuss the information gathered by the general public. These sessions will work towards the co-design phase of the project. Total sessions will be determined as project progresses- at least 4 hosts are estimated. Planning will be assisted by Activities & Events Coordinator.	Work with Community Champions to organise public sessions with host, facilitator. Working with communications lead to promote and market to attendees	Work with Community Champions and Social Procurement & Volunteer Coordinator to match jobs/activities with volunteers. Working with communications lead to promote and market to attendees.	Organise activities to assist project implementation –
Monitoring &	People with oversight	Looking for 2-4 people	Gather information at public	Manage information	Real time data gathering

Evaluation	and ownership of the evaluation process to gather information from the general public about the street. - Walking Audit coordinators - Public sessions facilitators - Surveyors - Researchers	that can run walking audits for specific sectors of the community like school age children and seniors (elderly). Audits will take up to 2 hours to complete. Oversee public sessions to make sure information is gathered for use in the co-design process. Follow up surveys may be used to insure participation of the wider Petone Community	sessions-collate and write reports on outcomes from each public session. Continue to gather all information on project. This role will require report writing, collating data gathered to be assessed by project team. 2-5 hours per week estimated	gathering at all stages of project, both internal of working group and general public, community and other stakeholders	as project comes to fruition.
Design & Placemaking	Creatives who understand how to design streets and urban environments for people.	Petone 2040 and Jackson Streetscape guide to gather placemaking design ideas from around NZ and Overseas that may inspire, but not copy.	Representatives from the wider community to help formulate the design of the project. Co-design process	Lead possible pop-ups for real time engagement. Workshopping design ideas with stakeholders and general community. Work with communications to keep wider community informed and updated	Co-design idea may need to be altered, tweaked based of real time engagement. Strategy plan for next stage of either pack down or whether it becomes permanent. (whole or aspects)
General volunteering	May include but not limited to people to deliver elements that require little or no prior experience such as planting, painting, setting up and packing down equipment for events, surveying visitors, running	Will need many to do walking audits and participate in public sessions	Assist in set-up and pack down at public sessions Assist facilitators in gathering of information. Assist in sharing invites to public sessions And other random activities needed.	Involvement will vary based on interest and time of each volunteer. Focus on specific skill sets for project implementation.	Involvement will vary based on interest and time of each volunteer. Focus on specific skill sets for project implementation/ project end.

	workshops and walking audit group walks.				
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