



Department of Conservation *Te Papa Atawhai*

A guide for volunteer hut wardens

Kia Ora,

Many thanks for your interest in becoming a volunteer hut warden in the Egmont National Park. Your help is most welcome.

Hut Warden Opportunities

Holly and Pouakai Huts, on the popular Pouakai Circuit, are our highest priority huts for wardens. Other huts we place wardens at are Makatawa, Waingongoro and Waiaua Gorge huts and also Lake Dive and Symes huts.

Holly, Pouakai, Lake Dive and Waiaua Gorge Huts have warden's quarters. There are two bunks, gas cooking facilities and some pots and cutlery in these quarters. It is a good idea to take your own cooker just in case the gas supply runs low. Let DOC know on your return if the gas needs replacing.

Hut wardens at Makatawa, Waingongoro and Symes huts stay in the main hut with other trampers.

While there may be some choice of hut this will largely be determined by management requirements. Sometimes a warden will be expected to move between two huts.

Suitability for the position

You need to be:

- An experienced trumper with a high level of fitness;
- Be able to relate to range of people in a friendly manner.
- Fluent in English and have a practical outlook.

Mt Taranaki experiences extreme weather conditions including snow and ice. Many unbridged stream crossings exist and these streams rise rapidly and become impassable during heavy rain. Tracks can be very muddy at times and are constantly subject to damage from windfalls and washouts.

Tasks for hut wardens:

The prime role of a hut warden is to help visitors enjoy their stay in the right way.

These are some of the tasks that you are asked to complete while at the hut. Please note the time you spend on these tasks, for our records.

- Ensure your name is entered in the Hut Book and it is noted that you are on hut warden duties;
- Carry out the short inspection of the hut and surroundings as per the checklist in your induction pack;
- If bags of coal and split wood are still in the supersack put them into woodshed (wood can be emptied out of bags);
- Check the toilet and cubicle is in a clean and hygienic condition. If necessary clean the facility using appropriate cleaning equipment located at the hut;
- Carry out general cleaning of the hut;
- Ensure enough pages are ruled up in the intentions book and check the condition of the hut book;
- Record the numbers off the Occupancy Poster in the main hut onto the Hut Checklist form. (Alternatively, take a digital photo and email this to us following your return);
- Ensure all hut users have tickets. Use the receipt books to receive money and write invoices for those without tickets to pay at the nearest DOC office;
- Provide information about the Park from the resources provided in your induction pack;
- Lay rat poison under the hut as per instructions at the briefing;
- Advise DOC staff if the gas bottles at Maketawa Hut need changing. You are not permitted to change these yourself.

You will need to supply:

- A mobile phone (if you have access to other emergency communication methods like Personal Locator Beacons or Mountain Radios please bring them);
- A tramping pack;
- Sleeping bag;
- Suitable sturdy footwear;
- Clothing suitable for all weathers including thermal base layers;
- Sun hat and sun screen and insect repellent;
- Woollen hat and woollen gloves or mittens, socks and gaiters;
- Torch, spare batteries and matches;
- Personal items such as a towel and toothbrush etc;
- Food and plate, knife or pocket knife, spoon, fork, cup and billy (some available in warden's quarters);
- Personal First Aid Kit and personal medication if needed;

- Waterproof raincoat and over trousers;
- Emergency protection e.g. Emergency blanket;
- Toilet paper! (in case there is none left in the warden's quarters)

We will supply you with:

- A key to the staff quarters;
- A Department of Conservation hut warden identification badge;
- A warden's kit - the kit includes a park map, relevant safety information, a receipt book and a park handbook;
- Free accommodation at huts where you are the designated hut warden.

What happens next?

- Complete and send the attached registration form. Under "My interests" please state *Hut Warden* and under "Availability" state *your preferred hut and your available dates*.
- Once we receive your volunteer registration form we will confirm your booking. You will then need to contact the [North Egmont Visitor Centre](#) to arrange a time for your pre trip briefing at either the North Egmont Visitor Centre (30 minutes drive from New Plymouth), Dawson Falls Visitor Centre (one hours drive from New Plymouth) or the Taranaki Area Office in New Plymouth.
- We will email you the Hut Warden Manual and Safety Plan for you to look at before your pre-trip briefing. Any questions that you have can then be answered at the briefing.
- At the pre-trip briefing, just before you leave for your hut, a DOC Ranger will ensure you know your role, issue you with the necessary equipment and make sure you have read, understood and signed any health and safety information.

Many thanks for your interest.

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