Job Title: Volunteer Co-Ordinator
Department: Programme
Reporting To: Residential Life Team Leader
Duration: 2 Year Contract
Type: Residential (mainly weekend work and flexibility in working days/hrs required)

Job Purpose:
The Volunteer Co-Ordinator will be key contact on the support team for managing and supporting volunteers at camp.

Responsibilities Specific to the Post:
• Key contact for volunteers, interpreters and chaperones and volunteers on work placement from college or university
• Lead volunteer training and support camp staff training as required
• Ensure all volunteer administration tasks and reporting are completed properly and on time (e.g., volunteer evaluations, volunteer feedback, name badges, certificates, thank you’s etc)
• Support purchasing and distributing volunteer T-shirts for each season
• Conduct staff check ins and evaluation at the end of each season.
• Adhere to Barretstown Health and Safety policies and procedures and ensuring that camp is both a physically and emotionally safe environment for campers and staff at all times
• Assisting with opening and closing day preparations and activities as required
• Assist in the organisation of volunteer appreciation events and other motivational rewards
• Reviewing and implanting changes to volunteer programme based on Coyne feedback
• Support site tidy up at end of each camp

Essential Criteria
• Previous experience of working directly with children and an understanding of behaviour support procedures
• Previous experience facilitating staff training and team building.
• Computer skills: word, excel, PowerPoint.

Knowledge, Skills and Competencies and Behaviours
• Continually strives to improve and proactively makes recommendations.
• Demonstrates the ability to work independently and be a team player.
• Has excellent influencing and communication skills.
• Acts as a positive role model.
• Embraces change and new ways of working.
• As part of this role, you will be trained on Child Safeguarding.

Benefits:
• Competitive Salary (DOE)
• Contract position (subject to probationary period)
• Residential with meals while camp is in session and accommodation are provided.

Note: this job description will be reviewed and updated in line with the needs of the organisation.
Barretstown is committed to providing equal opportunities throughout the employment process.