Job Title: Summer Programme Coordinator

Department: Programme

Reporting To: Assistant Camp Manager

Duration: A 6-month fixed term contract vacancy and several shorter fixed term contract opportunities over the summer period.

Type: Residential (flexibility in working days/hrs required)

About:

Barretstown is a charity organisation located in Ballymore Eustace, County Kildare which serves children and young adults affected by cancer and other serious illness through its residential programmes and through outreach programmes in hospitals, schools and communities across Ireland. Barretstown has served over 150,000 campers since it was founded in 1994.

Barretstown is Ireland's largest provider of medically endorsed therapeutic camps and programmes for children affected by cancer and other serious illnesses.

Job Purpose:

- The Programme Coordinator will be a key member of the Camp Management Team, ensuring the campers and their families feel welcome, supported and have everything they need to fully participate in, and enjoy our programmes based on Therapeutic Recreation.

Responsibilities specific to the Post:

- Reporting into the Assistant Camp Manager- Coordinators will oversee the camper experience at Barretstown, creating an environment that is safe, fun and inclusive for every family member.
- Responsible for creating and developing good relationships between Caras and Campers/Families. Manage camper arrivals/departures, ensuring all tasks are completed.
- Maintain up to date files and ensure that all administration tasks are completed properly and on time.
- Work closely with other co-ordinators on all tasks, including facilitating daily meetings with seasonal staff and supporting staff development.
- Work closely with the Volunteer Co-ordinator to support volunteer training and to conduct regular check ins with volunteers.
- Be a key contact for parents, providing timely updates on how their child is settling into child only camps.
- Adhere to Barretstown Health and Safety policies and procedures, ensuring that camp is always both a physically and emotionally safe environment for campers and staff.
- Be actively involved in the design and delivery of camp staff training.
- Conduct regular staff performance reviews and evaluations throughout the camp season.

- ***During Children Only Camps, additional responsibilities include*** being available to provide overnight support and supervision for our campers in their cottage accommodation on a rostered basis. This will include reporting any illness or symptoms to medical staff immediately and escalating any issues to staff management, if required.

Essential Criteria

- Previous experience of working directly with children and an understanding of behaviour support procedures.
- Computer skills: word, excel, PowerPoint.

Knowledge, Skills and Competencies

- Demonstrates the ability to work independently and be a team player.
- Has excellent problem solving and communication skills.
- Detail orientated and organised.
- 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 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