



Supporting Children with Bereavement  
and Parental Separation

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## Volunteer Document for the Recruitment of Rainbows Coordinators at Programme Centres

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Including Coordinator Training Application Forms

NOVEMBER 2017

RAINBOWS IRELAND

Loreto Centre, Crumlin Road, Dublin 12, D12 K753



## Introduction

*Rainbows welcome you as you consider undertaking the role of a Coordinator.*

*Coordinators are pivotal to the delivery of Rainbows in programme centres in local areas.*

*Coordinators are at the core of the local management of Rainbows and are pivotal to the delivery of Rainbows in programme centres in local areas.*

*This document aims to outline the Coordinators of the role and responsibility of a Coordinator at a Rainbows Programme Centre.*

*Coordinators undertake an additional half-day training following completion of Facilitator training.*

*Rainbows recommend that two Coordinators are appointed at a programme centre to share and support the role to be carried out.*

## Recruitment and Selection of Coordinators

- Are recruited by the Programme Centre Director.
- Complete Facilitator Training and Coordinator training.
- Commit and adhere to all codes of practice, policies and procedures set down by Rainbows Ireland.
- The Programme Centre retains the right to turn down an application

## Programme Coordinators

- Are generally recruited from the team of Facilitators.
- Agree and sign the Coordinator Code of Practice and sends same to Rainbows National Office and a copy is given to the Centre
- Programme Coordinators are responsible for the management and delivery of the Rainbows programme as set down by Rainbows Ireland
- The Programme Coordinator reports on a regular basis to the Centre Director

## Essential qualities of a Programme Coordinator

- Warmth, appreciation of and trust in people; ability to establish healthy relationships.
- Enthusiasm, positive attitude to life and people; eagerness to reach out to others.
- Effective leadership.
- Organisational skills: ability to understand the philosophy, goals and implementation of Rainbows; ability to respond to priorities as needed; ability to monitor the programme so that the objectives of Rainbows are always in focus; ability to understand and maintain confidentiality, Data Protection, boundaries and privacy.

## Role and Responsibilities of volunteer Coordinators in the Rainbows Service

- Are 21 years of age or older.
- Have completed Facilitator and Coordinator Training
- Are available and present in the Centre during all Rainbows group meetings.
- Oversee the implementation and maintain integrity of Rainbows programmes at the Centre.
- Follow all guidelines, policies and procedures as set down by Rainbows Ireland
- Are responsible for all organisational details including
  - a) Hold Parent Information Session
  - b) Organise and manage all aspects of the programme delivery with the Rainbows team at the centre
  - c) Order materials
  - d) Undertake all evaluation procedures
  - e) Arrange Parent Information Session and closing meetings
  - f) Complete the on line Annual Accreditation Report including grant application

Please detach this page and return to: Rainbows Ireland,  
Loreto Centre, Crumlin Road, Dublin 12



## Coordinator Training Booking/Request Form

### Volunteer Details

Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**Where and when did you complete Facilitator training, please provide details e.g. venue, dates and trainer name of most recent training:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programme Centre Name: \_\_\_\_\_

Centre Director Name: \_\_\_\_\_

Date and Location of Centre Director Information Meeting \_\_\_\_\_

**Coordinator Training Venue:** \_\_\_\_\_

**Coordinator Training Dates:** \_\_\_\_\_

**Payment for Training:** There is no cost for coordinator training.

I, the Centre Director, understand the role and responsibility of the Rainbows Coordinator

I am satisfied that the above volunteer is suitable to the role of Rainbows Coordinator at our Programme Centre. I have recruited the above volunteer to act as Coordinator at this centre

I understand the Coordinator role is one of day to day running of the Rainbows Programme and that they will liaise with me, Centre Director on a regular basis as the programme is running.

**Centre Director Signature:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_