



Rainbows Ireland

Supporting Children with Bereavement
and Parental Separation

Volunteer Document for the Recruitment of Rainbows Coordinators at Programme Centres

Including Coordinator Training Application Forms

SEPTEMBER 2019

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: _____

Are you a staff member or volunteer for the this programme centre? _____

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: _____