



Supporting Children and Young People with  
Bereavement and Parental Separation

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Volunteer Application  
for the Recruitment  
of  
**Rainbows Coordinators**  
at  
Programme Centres

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Including Coordinator Training Booking Forms

**July 2021**

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 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
- Conduct Parent Information sessions – by phone, remotely, face to face meeting with parents as detailed by Rainbows Ireland policy and procedures.
  - a) Organise and manage all aspects of the programme delivery with the Rainbows team at the centre
  - b) Order materials
  - c) Undertake all evaluation procedures and
  - d) complete the online Programme report

# Coordinator Training Booking Form



## Volunteer Details

**Name:**

**Mobile number:**

**Email address 1:**

**Email address 2:**

**Occupation:**

**Date, location and trainers names (if known) of most recent Facilitator training:**

**Rainbows Programme Centre Name and address:**

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

**Centre Director Name:**

**Centre Director Email address:**

**Centre Director contact number:**

**Coordinator Training Code (as per website)**

**Coordinator Training Dates:**

## Final Declaration

- I, as Centre Director, understand the role and responsibility of the Rainbows Coordinator.
- I have recruited the above volunteer to act as Rainbows Coordinator at this programme 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:**

**Date:**

**Return completed forms to: [admin@rainbowsireland.ie](mailto:admin@rainbowsireland.ie)**