



SHINE Coordinator Role Description and Information

Overall Job Description: SHINE Coordinators provide direct support and guidance for the on site SHINE Staff, Volunteers and Participants. Coordinators will work towards developing and implementing a healthy, safe, high quality, well run, educational and fun programme.

Responsibilities on assigned week(s):

- Working closely with the CEO and/or Manager of Youth and Respite Services ensuring that all staff and volunteers are maintaining a safe and inclusive environment for participants.
- Providing guidance, support and motivation to SHINE Volunteers, ensuring that they are happy in their work.
- Working to the programme schedule and adapting the schedule if necessary
- Working with SHINE Nurses to ensure participants' medical needs are being met and to develop and maintain a harmonious working relationship.
- Working closely with SHINE Occupational Therapists to ensure participants' challenges are being worked on and to develop and maintain a harmonious working relationship.
- Ensuring that camp resources / supplies are in adequate supply at all times.
- Facilitating regular volunteer meetings and an initial meeting/welcome for participants
- Maintaining and recording a weekly budget
- Ensuring staff timesheets are given to Youth & Respite Manager
- Liaising with staff in other departments and ensuring that they have all the information and support that they require including nursing, occupational therapy, housekeeping, catering, transport and administration staff.

Participants

Ensuring the physical and emotional well being of all participants and ensuring that the ethos of SHINE is maintained at all times.

Staff and Volunteers

Providing direct support, guidance and direction for staff and volunteers and having an 'open door policy'.

Complaints, Grievances, Incidents and Accidents

All complaints, grievances, incidents and accidents must be reported to the Project Coordinator who will decide on the best course of action. Incident and accident report forms must be filled out and signed. Coordinators will seek advice from the CEO and/or Manager of Youth and Respite Services on how to best deal with the situation where necessary.

Safety and Child Protection

Implementing SBHI's Safety Statement and Child/ Client and Worker Protection Policy and other policies to ensure the safety and well being of all team members.

Creativity

Identifying areas for improvement and making appropriate recommendations using own initiative.

Other Duties

1. Undertaking such other duties as may from time to time be required in accordance with the overall purpose of the job
2. Reading, abiding by and complying with all policies as laid down by SBHI, these include
 1. SBHI Child/ Client and Worker Protection Policy
 2. SBHI Volunteer Policy
 3. SBHI Anti Bullying and Harassment Policy
 4. SBHI Safety Statement
 5. SBHI SHINE Rules and Code of Conduct
3. Any other duties as deemed appropriate by the CEO and/or Manager of Youth and Respite Services.

Time Commitment: at least one full week commitment is required by all Coordinators.

Working Hours:

Day coordinator 8.00 – 20.00

Night Coordinator: 20.00 – 8.00