



Society of St. Vincent de Paul

Blessed Contardo Ferrini

Knockadoon Camp

Leader – Role Description

Our Organisation

The Society of St. Vincent de Paul (SVP) is a Christian voluntary organisation working with people experiencing poverty and disadvantage. We are involved in a diverse range of activities characterised by support and friendship, promoting self-sufficiency, and working for social justice.

The aim of the Knockadoon Camp is to provide a safe environment to allow the children to have fun, to make friends and to experience sharing, respect and community. Knockadoon is situated on the coast and the fun is therefore naturally based around the sea with crab fishing, swimming and playing on the beach being the most popular activities. There are also various sports competitions on the go, arts and crafts, games and a disco every evening. The week will always end with the children getting new clothes if needed, a present of toys to acknowledge each individual, a party and a prize giving ceremony where the children are recognised for their achievements with medals and trophies. In addition some years a special event has been planned such as a fireworks display, a bouncy castle day, a carnival day, a day of magic and music, to really make sure the children went home happy and with good memories. The camp hopes to provide a positive experience for each child who attends for the duration of the holiday.

Overview of the Volunteer Role

Volunteers play a pivotal role in the running of holidays at Knockadoon. They are responsible for the care, safety and supervision of the children. They are required to work together to facilitate a positive holiday experience for children. Our volunteers not only support the children and young people, but they also support each other. This support means volunteers can share their learning in the role, and benefit from each other's experience, sharing knowledge and skills. Our volunteers support and deliver a quality programme to children and young people ensuring a standard level of safety and a fun environment.

Key Tasks & Responsibilities

1. Supervision of children in their care during mealtimes, activities, outings, dorms etc.
2. Ensure the protection and welfare of children on holiday by reporting any concerns to the Safeguarding Officer or DLP.
3. Take the time to listen, talk and get to know the children in your care.
4. Create a safe environment in which children and young people can thrive.
5. Role model positive behaviours.
6. Maintain a child-centred approach while volunteering.
7. Encourage children to participate in activities and requesting their input.
8. Promote a culture where the child's voice is paramount by listening to complaints or allegations of bullying and by taking these seriously.
9. Encourage children to express their feelings, fears, and experiences openly and to report any issues they are having to the people in charge of their holiday.
10. Ensure all children receive equal attention and support.
11. Inform children of the Golden Rules, reinforce these, and apply them consistently with the children in your care.
12. Bring any issues regarding children or volunteers to the attention of the Safeguarding Officer.
13. Adhere to the policies and procedures of SVP & The Knockadoon Camp.
14. Be familiar with the Code of Conduct and compliant with this.
15. Respect the facility, staff, and other volunteers involved in the week



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Key Skills, Experience & Qualities

1. Excellent communication and interpersonal skills with an ability to relate to children and young people from all walks of life.
2. A strong commitment and enthusiasm for working with children and an understanding of the challenges they face.
3. Treat people with dignity and respect by cultivating an accepting, non-judgemental, non-authoritarian approach.
4. An ability to express empathy and treat children and young people's concerns with respect, sensitivity and tact.
5. Be a team player and work with your Conference to support the provision of the service.
6. Reliability, patience, resilience, and flexibility and an ability to inject fun into the lives of others
7. Ability to be aware of your own limits and a willingness to ask for help.
8. An openness to learning and developing further good practices to support children and young people.
9. Experience with children is desirable but not essential.

Time Commitment

New volunteers attending Knockadoon for the first year are asked to commit to the full week of the holiday.

All returning volunteers are asked to make a commitment of at least half of the week holiday program. Specific volunteer schedules and availability must be communicated and agreed with the Conference president.

Volunteers are also required to attend of mandatory training under Saint Vincent De Paul national safeguarding policy or mandatory requirements of the camp.

Induction & Training & Support

Volunteers will complete a comprehensive induction with a designated member of the Conference/service that will include reviewing the role description, volunteer agreement, the Code of Conduct, general operations of the camp, health and safety information, and safeguarding procedures, in addition to relevant policies and procedures etc.

Volunteers will also receive Camp training and a Volunteer Handbook detailing the policies and procedures of **Knockadoon Camp** that they should familiarise themselves with.

Volunteers will also have to complete mandatory Child Protection Training prior to commencing. This training will provide volunteers with information on recognising and reporting child protection concerns and the legal responsibilities of SVP under the Children First Act, 2015.

The **Conference President or other nominated person** will provide direct support to you in your new role both formally and informally. There will be debriefs at the end of the night where you can discuss any issues that arose during the day. Other members of the team will also provide support on an ongoing basis during your time as a volunteer. Contact numbers for SVP personnel are provided below for additional support if you require it.



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Key Requirements

1. Complete the SVP recruitment process which includes the application form, interviews, reference checks and Garda Vetting.
2. Complete the full mandatory induction and camp training and undertake ongoing member development training and refresher training provided by the Society.
3. Complete Safeguarding Training as requested.
4. Adhere to the Society's ethos, mission statement, and policies and procedures.
5. Commitment to the safety and welfare of children through upholding children's rights.
6. Belief that the best interests of children availing of SVP services are paramount.

Benefits

1. The opportunity to contribute positively towards the development of children and young people, enhancing their sense of self-worth and self-belief.
2. Personal and professional development in terms of confidence, patience, adaptability, leadership, communication, decision-making etc.
3. General happiness and satisfaction.
4. To make a difference in the lives of children and young people.
5. An opportunity to use and develop your own skills and talents.
6. An opportunity to develop friendships and meaningful relationships with like-minded peers

SVP's National Children & Family Services Support Coordinator can be contacted for any further information or support on 085 855 6334