



Kilmacud Glenalbyn is looking for a **CAMP CO-ORDINATOR to run our Multi Sports Camps from **Monday 15th July – Friday 16th August 2024.****

Job Description

The Camp Co-Ordinator is responsible for developing and implementing a sports and activity programme suitable for all age groups and managing the professional operation of day to day activities. The Co-ordinator manages the Camp and enjoys creating camaraderie among the team making every camp participant's experience an enjoyable one and ensures that parents feel confident leaving their child at camp.

Times: Monday – Friday 8:30am – 3:30pm
Location: Pairc De Burca, Glenalbyn, Stillorgan
Camp Week 15-19 July, 22-26 July, 29 Jul–2 Aug, 6-9 Aug, 12-16 Aug.

Sports and Activity Programme

Develop an educational and enjoyable sports and activity programme.

- Implement practices to ensure good participation which supports good social interaction and helps develop sportsmanship.
- Develop a rainy day programme for implementation at short notice if required.
- Track registrations for upcoming camps and determine appropriate resources required.
- Establish appropriate participant groups for upcoming camps based on the number of participants registering and their ages.
- Ensure that required staff/child ratios are never exceeded.
- Advise Head Coach of coaching requirements required in advance of each Camp.
- Monitor participant engagement and take steps needed to improve experience.
-

Team Management.

- Provide weekly programme briefings incorporating group structure and coach responsibilities at the start of each Camp.
- Liaise with Head Coach and ensure all coaches fulfil their duties.
- Deal with any under-performing coaches.
- Maintain a professional environment.
- Work closely with Head Coach and delegate tasks effectively. Also, provide cover for each other if needed.

Parent Communication

- Be a friendly, professional and constant presence.
- Maintain close working relationship, as appropriate, with parents of any children with special or additional needs.
- Be comfortable using the phone to call parents or to follow up on any issues.
- Maintain a daily log of any participant or coach issues and noteworthy events.
- Keep a clear record of incident reports. Communicate incidents daily with office and follow up as required.

Health & Safety

You will also be responsible for full compliance with all Health & Safety and Child Protection Legislation and any breaches must be reported to the Office immediately.

Please send your CV to info@glenalbyn.ie. For queries please contact 2880857