



Short Term Volunteer Internship Programme

Role Description

Responsible to: The Centre Manager

Locations: Castle Saunderson International Scout Centre, Larch Hill
International Scout & Guide Centre, Mount Mellary National Scout Centre.

Three of Ireland's premier Scouting Centres,

Castle Saunderson is located on the border between the Republic of Ireland and Northern Ireland, nestled within the Marble Arch Caves Geo Park. This newly built centre is surrounded by Woodlands, Lakes and Rivers. The facilities are second to none. Contained on the 34 acre site is separate Camping areas that will be capable of having over 1,000 campers on site at any one time. The sites will be fully serviced with water points and roadways to enable access for camping Equipment.

Larch Hill is the home of Scouting in Ireland, this international scout centre is situated on the edge of the Dublin / Wicklow Mountains in a picturesque valley between Kilmashogue and Tibbradden mountains and only 11 kilometers from the centre of Dublin. It comprises of a 35 hectares estate with a campsite, a 26 bed lodge, a 50 bed hostel, 2 tented villages and an all-weather shelter which are surrounded by the natural amenities of a mature estate which has been serving scouting for over 75 years. This beautiful setting is an ideal location to access and explore the Dublin Wicklow Mountains and Ireland's capital city, Dublin which in turn is a gateway to the rest of Ireland.

Mount Mellary Scout Centre lies high in the knockmealdown Mountain range, 7km from Cappoquin Co. Waterford. This former Monastery has extensive indoor accommodation capacity and an adjacent campsite. The Centre offers a wide range of activities and is ideally located to explore the knockmealdown mountain range.

Role Type: Residential 7 month placement split over two locations.
Approximately three and half months in each Centre.



Duration: 1st April 2016 – 31st October 2016.

Intern Programme Objectives

The objectives of our internship programme are:

- To develop our Interns through the Scouting Method.
- Gain valuable work experience and life skills such as leadership and teamwork.
- Sharing the International friendship that Scouting offers.
- Support Scouting Ireland by helping Centres operate effectively.

Why take part in our Internship programme?

- Full board and lodging will be provided
- A opportunity to experience Urban and Rural Ireland
- A once in a lifetime experience
- Valuable learning and development opportunities
- Personal training opportunities
- A living allowance will be provided
- Wireless internet access
- Laundry facilities, linen and staff apparel is provided
- An opportunity to develop lifelong friendships
- Opportunity to work in a fast moving exciting environment
- Support from permanent staff in planning and delivering personal projects
- Regular staff social outings
- Up to 9 days off per month

Main Purpose of the Role

Support the Centre Manager in creating, planning, delivering and evaluating Centres programme and events.

Key Tasks and Responsibilities

“To support the Centre Management to implement the Mission and Vision of the National Scout Centre”



Programme Delivery

- To take a leading role in programme delivery, hospitality and project development.
- To assist in the training of Staff / Volunteers so they may lead programme activities.
- To ensure guests are provided with all relevant programme information during their stay.
- To work closely with the existing volunteer structures.
- To lead and co-ordinate the day to day running of the day and evening programme, including the running of programme meetings.
- To deliver programme and activities in a safe manner.
- To serve as staff member.

Administration

- To deal with correspondence relating to special events
- To assist the Volunteer Staff with Administration / Staff planning duties
- To take charge of welcoming and informing customers about their programme bookings upon arrival.

Operational duties

- To assist the Centre Manager in the promotion of the facility.
- To assist the Centre Manager in the planning and implementation of projects within the facility.
- Assisting with housekeeping and outdoor general site maintenance duties.
- Any other duties which may arise from time to time.

Competency	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • At least 18 years old • Completed at a minimum Second Level Education • A member of a National Scout or guide Association affiliated to WOSM or WAGGS 	<ul style="list-style-type: none"> • A Full Driving License • First Aid Qualifications



Experience	<ul style="list-style-type: none"> • Experience in working with young people • Teamwork Experience • Customer Service Experience • Passion for the Outdoors 	<ul style="list-style-type: none"> • Experience in supervising others • Scouting Experience at a National level • Campsite Experience
IT Skills	<ul style="list-style-type: none"> • Knowledge of Information Systems (Excel, Word, Outlook) 	<ul style="list-style-type: none"> • Graphic design skills
Communication Skills	<ul style="list-style-type: none"> • Strong communication skills. • Patient, polite and friendly attitude. 	<ul style="list-style-type: none"> • Awareness of timely, open and constructive communication
Languages	<ul style="list-style-type: none"> • Excellent written and spoken English 	<ul style="list-style-type: none"> • A Second Language
ATTITUDES		
	<ul style="list-style-type: none"> • Emotional Maturity • Able to maintain a positive working environment for all staff and volunteers • Positive and proactive approach to challenges and the intern role. 	



ABILITIES		
	<ul style="list-style-type: none"> • Flexible and adaptable to different situations, events, and guest requests. • Ensure the highest standards of customer services to all visitors. • Able to work flexible and long shifts from time to time. • Willingness to learn on the job 	<ul style="list-style-type: none"> • Ability to manage stressful situations from time to time.
ELIGIBILITY		
<ul style="list-style-type: none"> • Current Membership of a National Scouting or Guide Association recognized by WOSM or WAGGS. • A letter of good standing from your International Commissioner and references for your National Scouting Organisation. • International applicants from outside the European Union must be able to acquire a relevant visa and must hold a passport which will not expire before 1st January 2017. 		

How to apply?

Applications are now open, the closing date for applications is Wednesday 10th of March 2016 at 5pm

Applications forms can be found on either www.larchhill.org or www.castlesaunderson.com

If you have any further question, feel free to contact us at natcentres@scouts.ie