



# The Michael John Shinnick Internship

## *National Scout Centres*

### Role Description

**Responsible to:** The Centre Manager

**Locations:** Castle Saunderson International Scout Centre, Larch Hill  
International Scout & Guide Centre.

*Two 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.



## **Programme Objectives**

### **The objectives of our participants programme are:**

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

### **Why take part in our programme?**

Full board and lodging will be provided  
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**

To develop the young person with regards to their skill set and confidence.  
To Support the Centre Manager in creating, planning, delivering and evaluating Centres program 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.

## 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	<p>At least 18 years old</p> <p>Completed at a minimum Second Level Education</p>	<p>A Driving License</p> <p>First Aid Qualifications</p>



<p><b>Experience</b></p>	<p>Experience in working with young people</p> <p>Teamwork Experience</p> <p>Passion for the Outdoors</p>	<p>Experience in supervising others</p> <p>Campsite Experience</p>
<p><b>IT Skills</b></p>	<p>Knowledge of IT System</p>	<p>Graphic design skills</p>
<p><b>Communication Skills</b></p>	<p>Strong communication skills.</p> <p>Patient, polite and friendly attitude.</p>	<p>Awareness of timely, open and constructive communication</p>
<p><b>Languages</b></p>	<p>Excellent written and spoken English</p>	
<p><b>ATTITUDES</b></p>		
	<p>Emotional Maturity</p> <p>Able to maintain a positive working environment for all staff and volunteers</p> <p>Positive and proactive approach to challenges.</p>	



ABILITIES		
	<p>Flexible and adaptable to different situations, events, and guest requests.</p> <p>Ensure the highest standards of customer services to all visitors.</p> <p>Able to work flexible and long shifts from time to time.</p> <p>Willingness to learn on the job</p>	<p>Ability to manage stressful situations from time to time.</p>
ELIGIBILITY		
<p>Current Membership of a National Scouting or Guide Association recognized by WOSM or WAGGS. Examples: Scouting Ireland, SANI, TSA</p>		

### How to apply?

Applications are now open, the closing date for applications is Monday 2<sup>nd</sup> of March 2017 at 5pm

Apply online at [www.larchhill.org](http://www.larchhill.org) or [www.castlesaunderson.com](http://www.castlesaunderson.com)

If you have any further question, feel free to contact us at [natcentres@scouts.ie](mailto:natcentres@scouts.ie)