

Knockmitten Youth & Community Centre: Community Centre Attendant (<https://www.activelink.ie/node/112043>)



Knockmitten Youth & Community Centre
Monksfield Lawns Clondalkin D.22
Phone: [01-4111511](tel:014111511) (tel:014111511)
E-mail: manager@kycc.ie (mailto:manager@kycc.ie)

Job Title: Community Centre Attendant

Location: Knockmitten Community Centre

Reporting to: The successful candidate will report to, and be responsible to, the manager in the first instance, and ultimately the board of management.

Duties include (but not limited to):

- Manning reception
- Answering phones
- Using our online booking system
- Providing information on centre activities
- Cleaning of the centre and set up of groups
- Responsible for opening and closing the building when required
- Help support and develop all centre led groups/events/camps
- Any other duties required by management to ensure smooth operation of the company.
- The ideal candidate should have good spoken and written English.
- Must be punctual.
- Must be able to work as part of a team but also off their own initiative.
- Must be enthusiastic to work within groups.
- Willingness to upskill.
- Must be flexible

This is a 25 hour per week contract. Wages are paid weekly by a funding agency. Some weekend work is included.

CVs to be emailed to Leah French, centre Manager on manager@kycc.ie (<mailto:manager@kycc.ie>)

Closing Date: 6th December 2024

Region
Dublin 22

Date Entered/Updated
11th Nov, 2024

Expiry Date
6th Dec, 2024

Source URL: <https://www.activelink.ie/vacancies/community/112043-knockmitten-youth-community-centre-community-centre-attendant>