**Knockmitten Youth & Knockmitten Youth & Community Centre**

**Community Association Knockmitten Park Clondalkin D.22**

**Ph: 01-4111511**

**E-mail: knockmittencommunity@hotmail.com**

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**JOB DESCRIPTION**

**Job Title: General Operative/Community Centre Worker**

**Location: KYCC Knockmitten Park**

**Reporting to: The community centre worker will report to, and be responsible to the manager in the first instance and ultimately to the Board of Directors.**

**Main Duties: The community centre worker will work as part of the community centre team as follow:**

* **Manning reception desk.**
* **Answering phones.**
* **Taking bookings.**
* **Providing information on centre activities.**
* **Light cleaning.**
* **Supervision of centre visitors.**
* **Responsible for opening and closing of centre when required.**
* **Supervision of children and young people in clubs, groups or drop in’s that are run by the centre staff and Clondalkin Youth Service.**
* **Up keep of social media site, web site and some administration.**
* **Help support and develop all other clubs and groups.**
* **Any other duties required by the centre manager and/or board of directors.**

**All Community centre workers will be required to complete a child protection course and to acquire a Garda clearance certificate on securing employment with the centre.**