



COS Culture & Sport CE Project CLG



#CES-2396911



SEÁN KELLY SPORTS CENTRE, Tinvane,
Carrick-On-Suir, Co. Tipperary, E32 YT38



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/06/2025



30/07/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Receptionist - Sean Kelly Sports Centre

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

You will be at the front desk of the Sports Centre and will be responsible for ensuring visitors feel welcome. Duties include:

- To take bookings (phone, email and in person) for Sports Facilities.
- To receive payment and issue receipts for the use of sports facilities.
- To assist clients in relation to the use of the facilities.
- To carry out daily reconciliation and handle cash ensuring all monies are recorded accurately.
- To answer all enquires relating to the sports centre
- Administrative duties.
- Assist with the updates on social media.
- In addition, undertake such duties as may reasonably be requested that are appropriate with the nature of the post.

- To maintain a clean a safe Reception area

Assist other team members when required.

- **Sector:** information and communication