



Athleague/Castlecoote Community Dev. Co.

Ltd



#CES-2440103



Roscommon Tourist Office, The Square,
Cloonbrackna, Co. Roscommon, F42 PY73



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/03/2026



06/05/2026

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](#)



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Tourist Information Officer

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.

Receptionist in a tourist information office.

Duties to include:

- general reception & office administration duties
- meet and greet visitors
- provide visitors with information on attractions, events & activities in the area
- direct tourists to local attractions & historic sites
- help with queries
- ensure adequate stock of literature & maps are available
- answering telephone & responding to email queries

- **Sector:** administrative and support service activities