



KILLARNEY AREA SPORT & LEISURE LTD



#CES-2455541



Killarney, Killarney, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/08/2026



21/09/2026

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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Sports Club Admin Assistant

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.

Duties will include: Maintaining database and updating website. Inputting fixtures from County Board. Taking bookings, sending Club notes to local papers & preparing programmers. Helping with the All Ireland Competition.

General admin duties as: typing agenda for Club meetings, file management, etc.

Special Projects tasks i.e. The creation/typing of the Club History Booklet, laminating tags, signs, etc.

For further information contact

Siobhán 087 3849451 or email:

siobhan@kaslltdproject.com

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