

Ilington Village Hall

Booking Clerk

Are you looking for an exciting new opportunity?

Do you want to meet lots of new people?

**Do you want to make a difference to a local charity
and help our wonderful village hall thrive?**

**If so our we would love to hear from you
as we are looking for an enthusiastic volunteer
to be our Booking Clerk**

The role involves:

- Taking bookings for events such as parties, sports, school and social
- Using a simple highly automated on-line booking system
- Liaising with hirers and service providers now and again

No previous experience is necessary just enthusiasm, access to the internet and an hour or so a week!

If you would be interested in joining our other friendly local volunteers on the Ilington Village Hall Committee then please give Penny a call on 07503 581284 or email penelopejbiggs@icloud.com