

# **BRIXTON COMMUNITY ASSOCIATION**

## **Vacancy for Booking Clerk**

**Brixton Community Association Committee is looking for a volunteer to take on the role of booking clerk.**

The Community Association hires the Community Room out all year round and St. Mary's School Hall after school and in the holidays.

The clerk's role is to take the termly bookings by regular hirers of the Hall: - the badminton groups, Dance Fusion, and short mat bowls. The Community Room is regularly hired by Yealmpton and Brixton WI, Brixton Craft Group, and the Parish Council. Other bookings are for children's parties, yoga etc.

The work, approximately 1 hour per week, includes being available by phone and email, producing a monthly schedule of bookings for the Community Association and the school, managing the diary of bookings, sending booking forms and invoices, liaising with new and regular hirers, dealing with new inquiries, and working closely with the Treasurer and reporting to quarterly committee meetings of Brixton Community Association.

This important role provides the opportunity to be in contact with other people and organisations within Brixton, to become more involved in the community and to support the future of the Brixton Community Association without which these facilities may no longer exist.

For more information, please contact Sylvie Cairo, Secretary on 01752882236 or Liz Hitchins the current booking clerk on 01752880715