

**Coleorton Social Welfare Centre
(the Beaumont Centre)**

needs



The Management Committee is looking for a volunteer
Booking Secretary

Duties include: -

- Accepting telephone enquiries about bookings
- Sending out booking forms
- Accepting bookings and deposits
- Arranging access to the Centre (e.g. allowing those using the centre to collect and return the key)
- Arranging the bar when required

Full training will be given.

Reasonable expenses will be reimbursed.

To offer to help or for more information please contact the
Chair of the Management Committee

**Phil Allison
(07802589634)**