

# Job Vacancy - Weekend Centre Assistant



WOCA is looking for a reliable and friendly Weekend Centre Assistant to join our team. This role helps ensure our busy community centre is opened, prepared and secured for weekend activities and hirers.

## What the role involves

- Opening and securing the centre at agreed times.
- Preparing rooms for users.
- Routine cleaning and tidying.
- Welcoming centre users and responding to simple enquiries.
- Working as part of a team of three Weekend Centre Assistants.

## Hours and Pay

- Approximately **6 hours per month** (worked over one weekend per month).
- Paid at the **Oxford Living Wage** (for 3 hours per day).
- Opening / closing times depend on bookings, but duties during the day can usually be carried out flexibly.
- Weekend swaps can normally be arranged with other team members.

## We'd love to hear from you if you are:

- Reliable and punctual.
- Friendly and approachable.
- Happy working independently.
- Interested in supporting a valued local charity and community centre.

Full training and support will be provided.

## Interested?

We'd be very happy to have an informal chat before you decide whether to apply.

To find out more, or to register your interest, please contact Sarah Morgan, Centre Manager, at [manager@woca.org.uk](mailto:manager@woca.org.uk). Simply send us a short email telling us:

- A little about yourself.
- Why the role appeals to you.
- Any relevant work, volunteering or community experience.
- Whether you can generally commit to one weekend per month.
- Your contact details.

There's no need to complete a lengthy application form.

**Closing Date:** Friday 11<sup>th</sup> September