

Cork Simon Community: Administration Office Volunteer (Kerry Region Housing First Service) **(<https://www.activelink.ie/node/116281>)**



Administration Office Volunteer (Kerry Region Housing First Service)

Cork Simon Community works in solidarity with men & women who are homeless offering housing & support in their journey back to independent or supported living. We provide Emergency Accommodation, High-Support Housing, support for people to maintain their tenancies as well as addiction supports, personal development supports and employment and training supports.

Cork Simon Community is recruiting for an Administration Office Volunteer (Kerry Region Housing First Service)

We are excited to welcome an Administration Office Volunteer to support our Kerry Region Housing First team in Tralee with their administrative workload. We are looking for a volunteer who can give 3 – 4 hours of their time per week to volunteer mornings or early in the afternoon depending on their availability.

We are looking for volunteers who are reliable, non-judgemental, organised and a good team player. Good knowledge of confidentiality and GDPR guidelines would be very important in this role. Knowledge of or experience working with Microsoft Office is desirable. Volunteers will be expected to complete Children First and GDPR online trainings as part of the recruitment process.

Our volunteer recruitment process involves an informal interview, Garda Vetting, Reference Checks and online trainings.

If interested please contact Justé Kingston at volunteerassist@corksion.ie (<mailto:volunteerassist@corksion.ie>) or 085 8713556.

Region

Tralee, Co. Kerry

Date Entered/Updated

18th Jun, 2025

Expiry Date

18th Aug, 2025

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