



Role Description for Workshop Coordinator

ReCreate is a not-for-profit social enterprise involved in the collection of unused and unwanted materials from businesses which are then reused creatively by member groups and in workshops. The Creative Reuse concept facilitates businesses to save on their disposal costs by diverting materials from landfill for use for creative purposes. Materials are available to ReCreate members for use in artistic, educational and creative projects/settings.

The role of Workshop Co-ordinator is to run ReCreate's Creative Workshops on weekends at the Warehouse of Wonders in Ballymount, South Dublin. Reporting to the Marketing Manager, the successful candidate will be responsible for ensuring the smooth running of several workshops (themed, general, birthday parties)

Responsibilities/Duties include:

- Liaising with customers.
- Coordinating with ReCreate's Creative Team in the booking, planning and evaluation of workshops.
- Preparing, running, documenting and evaluating workshops.
- Assisting with marketing and promotion of workshops.
- Making sure safety, quality targets and environmental objectives are met.
- Having a clear understanding of the company's policies and vision and how the workshops contributes to these.
- Responding to and dealing with customer communication by email and telephone.
- Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock is stored safely.

Experience/Skills:

- Minimum of 2 years' experience in running creative workshops
- Customer focussed with excellent relationship management skills
- Good time management
- Ability to multitask and prioritise
- Full clean driving licence

Preferable skills:

- Experience with working with various groups
- Interest in social enterprise, creative activities, environment

Hours of work: Saturday: 9.30am – 5pm & Sunday: 10am – 4pm