



ADMINISTRATION OFFICE
1a Cleary Ave, Belmore

COMMUNITY CENTRE
130 Railway Parade, Lakemba

THE COTTAGE
28 Croydon St, Lakemba

LAKEMBA COMMUNITY GARDEN
Cnr Bellevue Ave &
Railway Parade, Lakemba

PO Box 66
Lakemba NSW 2195

P 9750 9344
F 9740 6332

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www.4cs.org.au

Do you have a passion for your community?

Garden Care Scheduler and Administration Officer

Part Time

If you want to make a positive impact on the lives of elderly people and work for a purpose driven organisation, this position could be for you!

We are looking for a part time Scheduler and Administration Officer to support the delivery of a Garden Care service, funded under the Commonwealth Home Support Program. The service supports older people in the Inner West and South West Sydney with the office in Belmore.

The Scheduler and Administration Officer will use their strong communication and administrative skills to schedule garden visits from our field team, volunteers, and respond to calls from clients and carers. We are seeking someone with empathy, good negotiating skills and attention to detail to ensure smooth running of the service.

Applications must be in writing, include a cover letter stating how your skills, knowledge and experience meet each of the **essential and desirable criteria** contained within the position description. Please include a current resume. ***Please refer to the Position Description by going to our website: [Work with Us - 4Cs Website](#)***

For further information please contact Zoe Chan, Garden Care Coordinator, Canterbury City Community Centre on 9750 9344.

Applications can be forwarded in confidence to:

Zoe Chan
Garden Care Coordinator
Canterbury City Community Centre
PO Box 66
Lakemba NSW 2195

or by email: zoe.chan@4cs.org.au

Applications close 9am, Friday 26 June 2026