

VACANT POSITION

DEPARTMENT: LEISURE SERVICES/Senior Center

OBTAIN APPLICATION: <http://spaldingcounty.com/careers>

SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: PT Activity Aide (Position #2548)
Salary: Pay Grade 3; Hiring Rate \$14.42 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Up to 15 hours a week

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required with a minimum of two to six months recreational experience (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Georgia Driver's License

GENERAL STATEMENT OF JOB: Under general supervision, monitors facility and cafe activities, instructs and orientates participants and volunteers, collects fees, maintains equipment and supplies, promotes senior service programs, monitors the facility during extended hours. Reports to Senior Center Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines such as a personal computer, typewriter, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists with recreation programs, activities and special events.

Promotes senior and nutrition services. Informs public regarding programs details and registration procedures.

Conducts registration for the various programs offered; collects money and issues receipts, etc. Utilizes computer software to process program and event registrations and facility reservations.

Utilizes computer for email correspondence and file storage.

Supervises conduct of patrons utilizing center and monitors program participants.

Assists and prepares event and program sites for appropriate activity.

Organization and maintain program supplies and equipment.

Assists with monitoring the cafeteria.

Operates café cash register, collects fees and records Congregate Client check-ins.

Maintains and records Senior Nutrition assistive technology, resources and PPE supplies.

Assists with Meals on Wheels packing and as needed.

Greets visitors and guests, processes new memberships and program registrations at the front desk, provides facility tours as needed.

Leads senior programs and activities as needed.

Coordinate and schedule volunteer activities.

Maintains equipment, material and supplies to ensure an efficient operation.

Monitors the facility during extended hours.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

July 5, 2024

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