



JOB OPENING

Troup County Government

(Revised Salary)

Position:	Active Life Wellness Coordinator (PT)	Department:	Parks & Recreation	Salary:	\$16.00/Hr
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Under general supervision and instruction this position is responsible for the planning, implementation and oversight of The Active Life Center wellness activities and programs for older adults. Also works with the Active Life Management and the Troup County Health & Wellness Manager to accomplish Active Life goals. This position is part-time scheduled 29 hours per week Monday through Friday, with occasional evening and/or weekend responsibilities.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Previous experience working with an older adult population in a recreational, educational or health setting preferred
- ⇒ Knowledge of fitness, nutrition and wellness
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, PowerPoint and Outlook)
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills
- ⇒ Skill in interpersonal relationships and working with older adults

Essential Duties and Responsibilities:

- ⇒ Oversees current fitness, nutrition and dance classes and arranges volunteer fitness and nutrition leaders to conduct classes with the assistance of the Troup County Health & Wellness Manager
- ⇒ Plans future fitness & wellness programs and activities with the assistance of Center Management and the Troup County Health & Wellness Manager
- ⇒ Plans wellness and nutrition special events and day trips with the assistance of Center Management
- ⇒ Tracks participation numbers of all wellness classes and activities
- ⇒ Assists Site Managers with monthly nutrition education for all three Active Life Centers; schedules periodic healthy cooking demonstrations
- ⇒ Trains new participants in proper usage of fitness equipment; maintains wellness equipment and supplies; contacts management when needed
- ⇒ Oversees maintenance of Wellness Center building, Pickle ball courts, walking & nature trails and outdoor recreation equipment; oversees audiovisual equipment; oversees the upkeep of décor and plants at the Wellness Center
- ⇒ Reports participation and volunteer numbers to front office
- ⇒ Notifies front office of needed equipment or facility maintenance
- ⇒ Assists with grant writing for fitness and nutrition improvements; assists in conducting monthly recreational tournaments
- ⇒ Teaches a fitness class, once a month, at the Hogansville and West Point Centers
- ⇒ Assists in planning special dances in the Wellness Center
- ⇒ Works with management and the Administrative Assistant to advertise upcoming wellness events
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov.

Job #: 07032024 Active Life Wellness Coordinator

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace