



JOB OPENING

Troup County Government

Position: Administrative & Program Assistant (PT)	Department: The Active Life Center - West Point	Salary: \$10.00/Hr
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Under general supervision and instruction this position is responsible for administrative functions of the Active Life Center.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license, CDL license preferred
- ⇒ Knowledge of food preparation and safety principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of marketing and public relations principles
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations and working with the elderly
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Assists supervisor in planning programs and activities for The Active Life Center
- ⇒ Registers new participants and update existing participants annually
- ⇒ Maintains database of current active participants
- ⇒ Reviews to do list with supervisor to set priorities
- ⇒ Sign people up for lunch, classes and special events
- ⇒ Assists in decoration and organization of facility
- ⇒ Assists in arranging transportation for participants
- ⇒ Design, print and display posters advertising upcoming events
- ⇒ Design and maintain bulletin boards
- ⇒ Posts calendars and lunch menus
- ⇒ Drives bus for day trips
- ⇒ Assists in completion of monthly reports
- ⇒ Assists in serving daily lunch and cleanup
- ⇒ Attends office staff meetings
- ⇒ Attends staff training and development training as requested by supervisor
- ⇒ Runs occasional errands as needed (i.e. post office, food delivery, pick up office supplies, etc.)
- ⇒ Maintains and update participant intake file cabinets
- ⇒ Serves as the back up to supervisor as needed
- ⇒ Oversee the maintenance of office equipment
- ⇒ Performs all other related duties as assigned

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

Job #: 09232020 Administrative & Program Assistant

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