

JOB OPENING
Troup County Government

Position: Active Life Specialist	Department: Parks & Recreation	Salary: \$13.62/Hr
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Under general supervision and instruction this position performs specialized duties in support of the operations of an assigned Senior Center Site.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have at least 1-3 years minimum experience in related field
- ⇒ Knowledge of recreation program management principles
- ⇒ Knowledge of budget management principles
- ⇒ Knowledge of marketing and public relations principles
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of food preparation and safety principles
- ⇒ Skill in administering and delivering recreation and educational programming
- ⇒ Skill in planning and problem solving
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Registers new clients
- ⇒ Coordinates the preparation and service of meals; ensures compliance with local, state and federal guidelines
- ⇒ Prepares weekly food orders
- ⇒ Plans and schedules daily site activities
- ⇒ Prepares a variety of reports, including daily activity and lunch reports; serves lunch daily
- ⇒ Plans and implements special programs and events; plans and installs event decorations
- ⇒ Balances funds and prepares deposits
- ⇒ Coordinates staff training
- ⇒ Performs all other related duties as assigned

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

Job #: 08222018 Active Life Specialist

Grade 11

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

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