

**COUNTY OF STANLY**  
HUMAN RESOURCE OFFICE  
1000 NORTH FIRST STREET, SUITE 10A  
ALBEMARLE, NORTH CAROLINA  
28001



**JOB ANNOUNCEMENT**

**POSITION:** Nutrition and Volunteer Programs Supervisor

**LOCATION:** County of Stanly  
Senior Services  
283 North Third Street  
Albemarle, NC 28001

**SALARY:** \$30,571

**HOURS:** 37.50 hours per week

**JOB SPECIFICATIONS:** Responsible for the operation of the nutrition programs (congregate and home delivered meal) for older adults and recruiting volunteers to assist in the nutrition and other senior services programs. Work involves supervising four (4) Nutrition Site Managers and substitutes in providing congregate and home delivered meals, promoting the services, and recruiting and training volunteers. Work includes conducting home visits for home delivered meal clients to determine eligibility and other client needs; reassessments for continued eligibility; maintaining client records, coordinating menus with state division on aging and with the food vendor, and performing collection tasks. Work involves supervision of full and part time staff, and recruiting, training and directing of a large number of volunteers. Considerable public contact is involved along with judgment and initiative requiring tact and diplomacy in handling public contact, vendors, volunteers, senior adults and internal staff. Work is evaluated through conferences, review of reports, work accomplished and feedback from citizens

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Human Services, Home Economics, Nutrition or a related field and considerable work experience with senior adults and/or institutional food service sufficient to meet the necessary knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:** North Carolina Class C Driver License. Use of car for work with mileage reimbursement.

**RECRUITMENT PERIOD:** June 25<sup>th</sup>, 2014 thru July 9<sup>th</sup>, 2014

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer