

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



**JOB ANNOUNCEMENT**

**POSITION:** Senior Services Program Coordinator

**LOCATION:** Senior Center  
283 North Third Street  
Albemarle, NC 28001

**SALARY:** \$27,664

**HOURS:** 37.50 hours per week

**JOB SPECIFICATIONS:** Plans, organizes, and coordinates a wide variety of cultural, intergenerational, social, educational, and recreational programs, events, trips, services, and activities for seniors. Coordinates activities at multiple sites with different capacity and amenities. Collects and prepares information to document programs and assure compliance with the annual certification process (SCOPE tool). Guides trips with older adults. Coordinates activities by seeking speakers or entertainment, prepares and serves meals, sets up and cleans activity room and kitchen facility. Monitors and assures fees are collected for activities, classes, and trips; and insures vendors are paid on time. Markets programs, activities, services, and events through bulletin boards, brochures, bi-monthly newsletters, weekly public service announcements and media relations. Develop and generate bi-monthly newsletter. Teaches and leads short team activities. Coordinates plans, and implements local Senior Games with municipal Parks and Recreation Departments. Performs outreach to encourage participation to low income and English as a second language speakers. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience equivalent to a bachelor's degree in human services, communication, recreation or a related field and work experience with older adult populations sufficient to meet the necessary knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS:** Valid N.C. Drivers License.  
Pre-Employment Drug Screening

**RECRUITMENT PERIOD:** March 6<sup>th</sup>, 2014 thru, March 20<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