



## **JOB ANNOUNCEMENT**

**POSITION:** Program Coordinator Senior Services

**LOCATION:** County of Stanly  
Senior Services  
283 N 3<sup>rd</sup> Street  
Albemarle, NC 28001

**SALARY:** \$32,260

**JOB SPECIFICATIONS:** An employee in this classification performs administrative work in planning, developing, managing, and implementing recreational, social, leisure, educational and life enhancing programs such as trips, classes and special events for the senior citizens of Stanly County. Work includes planning the on-site activities that are educational, interesting, entertaining and topical programs. Work also includes making arrangements for travel, securing registration, and accompanying the participants while traveling. The employee is responsible for making contacts and secures presenters from among the volunteers and other public and private organizations; and leads activities or makes presentations. Considerable public contact is involved in working with the senior citizens. Duties can also include marketing programs, activities, services, and events through bulletin boards, brochures, monthly newsletters, weekly public service announcements and media relations. Teaching and leading short team activities. Monitoring and assuring fees are collected and vendors are paid. Publicizing senior center and performing outreach to encourage participation.

**EDUCATION AND EXPERIENCE:** 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:** Possession of a valid North Carolina's driver's license.

**RECRUITMENT PERIOD:** April 28, 2021 through May 12, 2021

**APPLICATION PROCESS:** All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer

P| 704.986.3605

F| 704.986.3841

[www.stanlycountync.gov](http://www.stanlycountync.gov)

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001