



POSITION VACANCY ANNOUNCEMENT

Position: Activity Planner Coordinator
Starting Salary: \$16.54/hour
Posting Date: March 11, 2024

Department: Senior Center
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

This position is responsible for planning and coordinating activity programs for the Senior Center.

Major Duties:

- Plans monthly calendar and creates day to day activity programs.
- Coordinates entertainers and outside presenters with various local partners.
- Ensuring room or space is reserved for the event and any promotional materials are developed and distributed in advance of the programs.
- Ordering materials and supplies as needed, conducting inventory duties.
- Decorates for functions, sets up tables, chairs and building access.
- Maintains documentation required by the state for all venues and programs.
- Will coordinate efforts with local churches and Food Bank to ensure food box distribution monthly.
- Will coordinate annual holiday events, enrollment programs for heating and cooling assistance and local farmers market event.
- Plans, coordinates outings, group trips, creates trip manifest for client sign-up.
- Produces monthly calendar and newsletter.
- Coordinates digital signage for county website distribution. Also maintains and post event videos, pictures and information to social websites, Twitter, FB, Instagram, etc.
- Collects internal and external donations, maintains tally sheets, and produces weekly deposits along with report allocations on funds received.
- Will perform other duties as assigned.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with an associate degree;
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Proficient in the use of Microsoft Excel and Word.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.

Habersham County is an Equal Opportunity Employer.

