

**FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS
JOB ANNOUNCEMENT
SENIOR ACTIVITY CENTER**

Position: Activity Coordinator

Job Type: Permanent Part-time / 21 hours per week

Salary: \$15.02 per hour

Application Deadline: Friday, December 20, 2024

Job applications are available for download on the county's website at <https://www.franklincountyflorida.com/resources/job-postings/>. Applications are also available at the County's Administrative offices located at 248 US Highway 98, Eastpoint, Florida 32328.

Completed applications must be returned to the County's Administrative offices located at 248 US Highway 98, Eastpoint, Florida 32328.

Franklin County Board of County Commissioners is an Equal Opportunity/Affirmative Action Drug Free Workplace Employer.

Duties and Responsibilities (not limited to):

- Develop and maintain a positive relationship with seniors
- Develop and oversee activity programs
- Coordinate with local restaurants to provide a daily meal
- Recruit volunteers to assist with daily senior activities
- Maintain a clean facility
- Other duties and responsibilities as assigned by the County Coordinator

Qualifications:

- High school diploma or GED Certificate
- Valid Florida Driver's License
- Experience working with seniors
- Management/Supervisory experience
- Have a positive and compassionate attitude
- Good communication skills
- Be organized, creative, and a self-starter