



Sarah Tyson
Human Resources Director

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Currituck, NC 27929

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RECRUITMENT ANNOUNCEMENT

POSITION: Senior Center Assistant Coordinator

GRADE: 50.5

BEGINNING SALARY: \$12.0976 per hour. This is a 30 hour per week position.

LOCATION OF POSITION: Currituck County Senior Center, 126 Brumley Road, Knotts Island, North Carolina

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and 1 to 2 years of experience in administrative or program work in a human services field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have knowledge of computer programs (Microsoft Office).

JOB DESCRIPTION: Assists in operation of County Senior Center. Assists with coordination and planning of activities and programs at the Senior Center, which serves as a focal point of recreational health, and education services for the County's elderly. Employee is responsible for promotional activities, activity coordination, social interaction, schedules, and preparation of required reports, newsletter/calendar. Ensures the facility is safe and well maintained. Reports to the Senior Center Coordinator.

Must be physically able to operate a variety of machinery and equipment including typewriters, adding machines, copiers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL JOB REQUIREMENT: Valid North Carolina driver's license. Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

RECRUITMENT PERIOD: June 7, 2018 until filled.

HOW TO APPLY: Currituck County application required which may be accessed at www.currituckgovernment.com, Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

WHERE TO APPLY: Currituck County Human Resources Office
153 Courthouse Road
Currituck, North Carolina 27929
www.currituckgovernment.com

North Carolina Department of Commerce
422 McArthur Street
Elizabeth City, North Carolina 27909
Job Referral # 10888004 NC

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