

JOB POSTING

MUSKINGUM COUNTY CENTER FOR SENIORS

DATE: July 22, 2024

DEPARTMENT: Muskingum County Center for Seniors

POSITION TITLE: Activities & Travel Coordinator (1 Part Time)

STATUS: Part Time: Up to 25 hours per week
Night/Weekend Hours and Flexible Schedule Required.

SALARY RANGE: \$13.00 - \$14.00 per hour

DEADLINE TO APPLY: OPEN UNTIL POSITION IS FILLED

QUALIFICATIONS:

- High School Diploma or equivalent
- Associates Degree in Social/Human Services/Marketing or related field preferred
- Activity planning, travel/trip planning knowledge preferred
- Effective communication skills
- Previous office experience and knowledge of Microsoft Office and computer systems.
- Good attendance record
- Valid/Current Ohio Driver's License
- Pass all pre-employment screenings.

Essential Job Duties: Works under the supervision of Activities Director. Assists the Community Involvement Coordinator in compliance and management of the community food distribution program. Assists Activities Department in promoting all activities of the Center. Assists with coordination with community organizations and agencies to provide independent and healthy lifestyles specifically focusing on planning community outings. Assists with the volunteer program. Completes detailed reports to the appropriate funding agencies, Executive Director and others. Knowledge of Area Agency on Aging Title III, State Block Grant, Older American Act Funding, Passport requirements and other grant funding sources.

Please submit both a Resume and Application either by mail, fax or in person by the deadline to:

Muskingum County Center for Seniors
Attn: Kate Paul
160 N. 4th Street
Zanesville, OH 43701or
Email: kepaul@muskingumcounty.org

The Muskingum County Center for Seniors is an Equal Opportunity Employer.

(Application is available at www.muskingumcountyoh.gov)