**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, January 3, 2025

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