Person County Senior Center

Activity and Volunteer Coordinator
Region K Community Assistance Corporation
Person County Senior Center

Person County Senior Center is seeking a Coordinator to plan, organize, and implement current and new/innovative programs and activities based on the changing needs of the older adults of Person County. This position will plan and coordinate all arrangements for scheduled activities, programs, and trips. Additional responsibilities include: the recruitment, training, and retention of volunteers for the Senior Center. The successful applicant must have strong interpersonal skills and demonstrate the ability to establish positive relationships and work effectively with people of diverse backgrounds. Strong organizational and verbal / writing skills are required.

Candidates should possess a minimum of an Associate's Degree in Human Services or related field with experience (or combination of education and direct experience) in working with older adults and event planning preferred. Proficiency in Microsoft Word and Canva needed. Hiring salary range dependent on qualifications. A complete job description is available at Person County Senior Center. A resume and cover letter (cover letter required) can be sent to: Maynell Harper at maynell.harper@personseniors.org OR Person County Senior Center, PO Box 764 Roxboro, NC 27573. Equal Opportunity Employer. **Deadline for receiving resumes is 4:00 pm on Monday, November 16.** Job open until filled.

Region K CAC is an Equal Opportunity Employer