



JOB OPENING

Troup County Government

Position: Active Life Wellness Coordinator(PT)	Department: Parks & Recreation	Salary: \$15.00/Hr
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This position is responsible for the planning, implementation and oversight of Active Life wellness activities and programs for older adults.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of fitness, nutrition and wellness
- ⇒ Knowledge of computers and job-related software programs (Microsoft Office Word, Excel, PowerPoint and Outlook)
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in prioritizing multiple projects and organizing work; must be able to work independently
- ⇒ Skill in interpersonal relations and working with the elderly
- ⇒ Skill in oral and written communication; excellent verbal, written and telephone skills

Essential Duties and Responsibilities:

- ⇒ Works with Active Life management staff to accomplish Active Life wellness goals
- ⇒ Oversees current fitness, nutrition and dance classes
- ⇒ Plans future fitness & wellness programs and activities
- ⇒ Arranges for volunteer fitness and nutrition leaders to conduct classes
- ⇒ Plans wellness and nutrition day trips
- ⇒ Tracks participation numbers of all wellness classes and activities
- ⇒ Facilitates monthly nutrition education for whole center
- ⇒ Schedules monthly healthy cooking demonstration
- ⇒ Trains new participants in proper usage of fitness equipment
- ⇒ Oversees maintenance of Wellness Center building, walking & nature trails and outdoor recreation equipment; maintains wellness equipment and supplies
- ⇒ Reports participation and volunteer numbers to front office; notifies front office of needed equipment or facility maintenance
- ⇒ Coordinates with nutrition team about weekly lunch menu
- ⇒ Assists in grant writing for fitness and nutrition improvements
- ⇒ Participates in monthly Leadership Team meeting
- ⇒ Oversees Wellness Center audiovisual equipment
- ⇒ Assists in conducting of monthly recreational tournaments
- ⇒ Works with management and administrative assistant to advertise upcoming wellness events
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 05262022 Active Life Wellness Coordinator

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace

