POSITION ANNOUNCEMENT
MATTAMUSKEET SENIOR CENTER

Position: **Nutrition Site Manager and Activity Director**

Salary Grade: **59**

This position will assist with the daily operation of the Senior Center and Nutrition Site for older adults. This position will be supervised by the Senior Center Director.

Duties will include but not limited to:

- Opening of center and receive meals from caterer.
- Prepare food service line for serving meals.
- Assist with serving of meals and clean up after meals.
- Deliver in-home meals occasionally.
- Lead senior exercise classes, evidence-based classes
- Develop, organize activities for seniors

Knowledge, Skills and Abilities:

- Physical ability to use fitness equipment, teach exercise classes, stand for long periods of time, regularly lift up to 10 pounds and occasionally lift 20-50 pounds.
- Ability to use computer programs proficiently.
- Ability to interact with seniors and the general public tactfully, courteously and diplomatically.
- Ability to communicate effectively in written and oral form
- Must have or be willing to obtain Group Exercise Instructor certification as well as CPR/AED/1st Aid Certification.

Education and Experience:
High school diploma or equivalent GED

Special Requirements
Must be able to provide own transportation for use during work time and possess a valid NC Driver's License. Must have or be willing to obtain/maintain CPR and AED certification. Must be willing to obtain/maintain a Group Exercise Instructor's Certificate. Some evening and weekend work is required.

Submit County Application, which can be found on the Hyde County web site (www.hydecountync.gov/employment), to Darlene Berry, Senior Director, Mattamuskeet Senior Center, 160 Juniper Bay Road, Swan Quarter, NC 27885, by September 6, 2016.

Hyde County is an Equal Opportunity Employer