



JOB ANNOUNCEMENT SENIOR CENTER ACTIVITY DIRECTOR (Grade IV)

Summary:

The City of Spanish Fort is accepting applications for the position of Senior Center Activity Director. Under guidelines set by policy and at the direction of the Mayor and City Council, the Senior Center Activities Director is responsible for planning, organizing, and coordinating a multi-service program designed to promote psychological, educational, cultural, physical, and social needs of Spanish Fort's Senior Citizens. Duties and responsibilities include insuring that all participants complete, sign and return all required forms and releases for the use of the Senior Center fitness room and equipment; creating and display a monthly calendar of events and newsletter; implementing and overseeing social, educational and recreational activities and programs for Senior Citizens. Other duties include assisting the City Clerk with public relations programs and social media marketing to promote Senior Center activities and City events, assisting with planning, preparation and presentation of City events and to perform other duties as assigned.

Minimum Qualifications: Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. Applicants must possess a high school diploma or equivalent. This position is a full time 40 hour per week position. Applicants may be required to periodically work overtime or on weekends.

Rate of Pay: Salary to be determined by qualifications and experience. Starting salary is \$38,066.92 per year, depending on experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: health and dental insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays, and personal days.

How to Apply: The City of Spanish Fort's application may be found at www.cityofspanishfort.com/jobs or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. **APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED, AND THE POSITION MAY CLOSE WITHOUT NOTICE.**

The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER
AND A PARTICIPANT OF E-VERIFY**