

Job Posting:

Posted: 7/18/2022

Title: Assistant Director

Employer: Oglethorpe County Board of Commissioners

Reports to: Director of Senior Services

Location: 19 Oglethorpe Drive, Lexington, GA

Status: Full time, with benefits

Compensation: Compensation is commensurate with experience and qualifications.

Position available immediately.

Essential functions: Must have excellent computer skills, excel, word. Must be able to keep confidential records and information between client and self. Data entry in many different systems, ordering supplies, answering phones, will fill in for Director when needed. Must be able to pass ServSafe test and certification. Will be required to obtain CPR/First Aid certification. Good communication skills are required. You must like working with the Elderly. Must be a team player and have patience with schedules changing frequently. Must be self-motivated and a go getter.

Examples of duties:

*(The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.)*

Assist with day-to-day operations of the center  
Complete monthly reports and various data as assigned  
Assist with other Senior Center activities as assigned.  
Driving on trips and picking/dropping off clients  
Assist with cleaning, organizing, and maintaining center appearance  
Assisting clients with needs/issues/problem solving  
Community outreach and meals on wheels delivery  
Will be trained in all positions so you may fill in as needed

Strong candidates will be versatile, reliable, organized and customer-service oriented. Candidates must demonstrate patience and courtesy when serving older adults. Drivers should have a clean driving history and pass a criminal background check

Please submit an application by email to:

Corie Robinson, Director of Senior Services

[crobinson@oglethorpecountyga.gov](mailto:crobinson@oglethorpecountyga.gov)

Subject: Assistant Director

Or in person:

Oglethorpe County BOC  
105 Union Point Road  
Lexington, GA 30648

Or by mail:

Oglethorpe County BOC  
P O Box 261  
Lexington, GA 30648