

PERQUIMANS COUNTY

Position: Data Manager/Center for Active Living Assistant

Reports to: Active Living Coordinator

Department: Center for Active Living

Employee:

POSITION DESCRIPTION

The primary purpose of the Data Manager/ Center Assistant is to enter, update, verify and maintain member records and create spreadsheets to track member interest and Center reports as needed. This person will transfer data from hard copy to digital database and organize existing data in spreadsheets. This person will also be expected to assist as needed in the Center and provide transport to Center sponsored activities outside the Center.

JOB DUTIES AND FUNCTIONS

1. Welcome, register and inform participants of activities and policies.
2. Participate in or lead activities as needed for support of members in the center and in the community.
3. Assist in receipt of funds for local and overnight travel opportunities.
4. Keep accurate records of financial transactions.
5. Work with nutrition staff; deliver meals and supplies to home bound as needed.
6. Assist with special projects that require data entry, power point preparation and Center reports.
7. Assist in preparation of flyers, the newsletter and Center calendars to maintain outreach to the community, to promote community involvement and awareness of opportunities and activities offered.
8. Serves as web page manager and Center inventory management.
9. Any other duties as assigned by the Active Living Coordinator.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

1. Computer skills (Microsoft Publisher, Word, Power Point and Excel) are required.
2. Ability to assist with the senior population and their needs.
3. Ability to drive the County Van and Bus, as well as, complete Defensive Driving Course.
4. Flexibility for nights or Saturdays as needed for Center sponsored events.

QUALIFICATIONS

1. High School diploma or equivalent.

2. Possession of and continued authorization of a valid North Carolina driver's license for use of County vehicle entrusted to the Center for Active Living.
3. Ability to receive and maintain CPR/AED certifications to meet Center standards.