

JEFFERSON COUNTY
JOB OPENING SENIOR CENTER ASSISTANT

The Jefferson County Board of Commissioners is accepting applications for the position of Senior Center Assistant – Part Time

The major duties of this position will be to assist the Senior Center Director in maintaining standards through the effective coordination of activities by planning, organizing, and implementing various programs. The Senior Center Assistant must take a hands-on-approach to network with other agencies and the public to improve and enhance services to the aging population. The successful applicant must be willing to assist with the maintenance of records, attend meetings and training sessions and maintain aspects of the nutrition program including operations and education.

This is a Part Time position not to exceed 30 hours per week. This position does not offer any benefits such as Medical, Annual or Sick Leave.

Applications may be obtained from the Jefferson County Board of Commissioners Office and/or online at www.jeffersoncountyga.gov. Please submit applications/resume to Jefferson County Commissioners Office, Attn: Bonnie Wells, P. O. Box 658, 1200 School Street, Louisville, GA 30434, between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. Applications can also be e-mailed to bwells@jeffersoncountyga.gov. The applications must be received no later than 4:00 P.M. on October 3, 2025.