

**PROOF OF EDUCATION REQUIRED WITH APPLICATION
VACANT POSITION**

DEPARTMENT: LEISURE SERVICES

OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon Street, HR Office**

CLOSING DATE: Open until filled

Job Title: Nutrition Program Manager (Position #2526)
Salary: Pay Grade 11; Hiring Rate \$46,904 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 a.m. – 4:00 p.m., Monday – Friday. Occasional evening and weekend hours.

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in Human Services or related field; supplemented by one (1) year previous experience and/or training involving senior or nutrition program administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred. Must possess and maintain a valid Georgia Class C driver's license. Must be able to complete training to supervise minimum-security inmates. Must be proficient in Microsoft Office Suite software.

GENERAL STATEMENT OF JOB: Under general supervision, develops, promotes, directs, supervises, and conducts nutrition program for adults age 50 and over. Supervises Meals on Wheels and Congregate Meals programs and the staff who facilitate these services. Duties include: Managing the nutrition program for senior adults, developing and monitoring grant proposals, recruiting volunteers to facilitate Meals on Wheels program, promoting senior services throughout the community. Implements and coordinates procedures to ensure all meals conform to state, federal and local guidelines for acceptable nutrition. Reports to the Senior Center Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, scanner, typewriter, copy machine, postal meter, telephone, or motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Performs all supervisory duties including interviewing, hiring, evaluating and managing program staff.

Provides training, direction, guidance and assistance to employees, volunteer workers, and/or community workers, and Title V contract workers who provide nutrition-based programs and contractual services at the Senior Center. Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Organizes and manages nutrition programs for senior citizens either directly or through subordinate staff and/or volunteers; schedules events/programs; plans/coordinates publicity and involvement of other organizations; maintains nutrition program participation records; evaluates effectiveness and success of existing program through program evaluations; recommends or implements necessary changes; identifies/develops program to meet the needs of senior adults; identifies sources for grants and writes grant proposals for Meals on Wheels and Congregate nutrition programs.

Promotes senior services throughout the community; promotes community awareness of the Center and programs; educates seniors about programs and encourages participation; develops/produces newsletters, brochures and flyers; conducts media interviews and distributes press releases; makes presentations to civic clubs, church groups, and other organizations; assists the Senior Center Manager as assigned.

Performs case management for all Meals on Wheels clients, conducts home assessments to evaluate living conditions, financial, physical, and mental wellbeing; creates action plans, coordinates care and resource needs with various agencies, decreases food insecurities and improves overall quality of life for clients.

Educates senior adults about resources and services available, assists with various program applications completion and submission. Provides resources to receive wrap-around services involving food, housing, support after hospitalization, and addressing health insurance needs.

Manages and coordinates fleet maintenance for Meals on Wheels vehicles.

Manages and oversees operations in the Café.

Recruits, screens and onboards volunteers for Meals on Wheels and senior services programs.

Develops, organizes, and manages nutrition programs at Senior Center; introduces, welcomes, and orients newcomers to the program; coordinates holiday gatherings with the Senior Center Manager; leads or facilitates nutrition and social service education programs.

Performs research to identify new government, corporate, foundation, and private funding prospects. Develops strategies to generate revenue for Nutrition Program and additional program services through the submission of grant, donation, and/or fundraising proposals.

Develops and manages Nutrition Program budget; manages funds received for program meals; Completes financial and participation reports as required from each of the varying funding sources for the program. Serves as Spalding County's liaison between all funding agencies and the organization.

Maintains and implements funding calendar activities; including preparing grant applications proposals, cultivating various program activities, writing program activity reports, and monitoring funding budget.

Performs administrative/managerial tasks; maintains emergency/medical forms for each participant; creates/updates database for participation records; prepares or completes various forms, reports, correspondence; receives various forms, reports, correspondence, participation records, emergency/medical data, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate; compiles or monitors administrative and statistical data pertaining to program operations; performs research/analysis of client needs to plan future programs; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records; maintains inventory of equipment and supplies; initiates order for new/replacement materials.

Utilizes online work order and programming software programs as well as Microsoft Office Suite to manage daily tasks and schedules.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, desktop publishing, database, or other software programs; operates various office equipment/machinery.

Communicates with supervisor, employees, volunteers, other departments, patrons, community organizations, the public, the media, outside agencies, vendors, and other individuals as needed to coordinate program details, reviews status of work, exchanges information, or resolves problems.

Assists in organizing, promoting, and conducting Senior Center special events.

Coordinates transportation for Senior Center members with the Georgia Department of Human Services and third-party service providers.

Submits monthly reports to the Department of Human Services on transportation trips provided by the state.

Monitors work/activity environment for adherence to established safety procedures, with particular consideration for safety of senior adults.

Maintains comprehensive and current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Supervises Senior Center operations in the absence of Senior Center Manager.

ADDITIONAL JOB FUNCTIONS

Works nights and weekends as needed.

Operates a motor vehicle to pick up and deliver materials or to conduct other work activities.

Performs other related duties as required.

June 3, 2026

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