

VACANT POSITION

DEPARTMENT: Leisure Services

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

SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Travel Coordinator **Part-Time** (Position #2557)
Salary: Salary: Grade 8, \$19.48/hour.
Work Schedule: Varies depending upon the needs of the department.
This position is non-exempt under the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with a minimum of 12 months of related experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess a valid class C Georgia Driver's License with a good driver's history. CPR/First Aid certification is preferred.

GENERAL STATEMENT OF JOB: Under general supervision, plans, promotes, coordinates, and hosts public recreation trips utilizing the county's motorcoach. This position manages all operational aspects of group travel programs, including trip development, participant registration, ticket and venue coordination, financial tracking, and post-trip reporting. The Travel Coordinator ensures trips are safe, financially accountable, and provide high-quality recreational experiences for county residents. Reports to Leisure Services Deputy Director.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Plan, organize and implement local, regional and overnight recreational trips including preparing and conducting passenger engagement activities.

Serves as host for coordinated trips and facilitates group as the trip leader. Trips may occur on weekdays, evenings or weekends.

Serves as primary point of contact for all county motorcoach trips.

Receives and reviews all motorcoach trip requests and validates that fees charged recover trip expenses.

Assesses trip expenses and sets advertised trip cost.

Creates fliers, marketing and promotional materials for trips as needed.

Coordinates logistics including itineraries, schedules, meals, attractions, parking, ticketing and lodging.

Manages registrations, communications, waivers and documentation.

Prepares financial summaries and operational reports.

Enforces county policies and safety procedures.

Provides excellent customer service. Serves as trip escort and assists with onboarding and offboarding passengers

Performs other related duties as required.

June 11, 2026

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