

The City of Moundville is accepting applications for the position of Part-Time Manager of the Moundville Community Activities Center Senior Program. Applicants must have a valid and current Alabama Driver License to deliver home bound meals. The Position is Monday thru Friday 8:00 A.M. to 12 Noon. Applications must pass a pre-employment drug test & physical.

Applicant may pick up job description & application at Moundville City Hall between 7:30 a.m. and 4:00 p.m. Monday thru Friday.

The City of Moundville is an Equal Opportunity Employer.

## **Moundville Community Activities Center (MCAC)**

### **Job Description: Part-Time Manager**

Serves as the part-time Manager of all senior programs that operate from the community center.

Hours of Operation: Monday, Tuesday, Wednesday, Thursday, Friday. 8:00 am. to 12: 00 noon.

#### **PRIMARY FUNCTION:**

Directs, oversees, and manage the daily operations of the MCAC with primary concern for programs within the core program areas and services supervision and training of volunteers, facilities management, transportation, and membership/client administration for all programs.

#### **KEY ROLES (Job Responsibilities):**

##### **Senior Program**

- Coordinates and manage volunteers to organize and implement senior citizen activities including but not limited to the areas of health, exercise, recreation, and nutrition
- Coordinates volunteers to attend to senior citizens while they participate in center activities.
- Supervises volunteers and performs other related activities to ensure the distribution of meals to homebound seniors and the provision of meals at the senior center.
- Maintains the confidentiality of participants in accordance with local, state, and federal laws and program requirements
- Assists staff in coordinating with local and state agencies to provide services to participants and eligible community members such as: utility assistance, services with West AL Food Bank, application assistance with Farmers' Market Senior Vouchers, assistance with services from the Area Agency on Aging (WARC), assistance with Mobile Food Pantry, and assistance with any other needs of participants
- Complies with applicable federal, state, and local laws, regulations, and directives, as well as agency policies and procedures
- Completes daily and monthly records on a timely basis for nutrition program and any other entities such as HERO, West Alabama Food Bank, and any other agencies involved with the senior program
- Ability to communicate effectively both orally and in writing
- Must be creative, resourceful, and flexible
- Demonstrates respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds
- Establishes and maintains effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, customers, and the public
- Analyzes, evaluates, and recommends action on clients' needs

- Understands and accepts the needs and rights of others
- Works independently, as well as within a team
- Speaks to groups of varied socio-economic backgrounds
- Interprets written and oral information and instruction
- Projects a positive image and attitude

### **General Requirements**

#### Health and Safety

- Ensure a healthy, clean and safe environment, supervising staff, volunteers and members in program area.
- Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies are in good order.
- May be required to lift or move heavy objects.

#### ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- Required to drive City of Moundville vehicles.

#### SKILLS/KNOWLEDGE DESIRED:

- Associates Degree preferred; High School Graduate with commensurate experience required.
- Knowledge of and experience with development and senior citizens.
- Demonstrate the ability to recruit, train, supervise, and motivate volunteers.
- Demonstrate the ability to deal with the general public.
- Demonstrate the ability to plan and implement quality programs for senior citizens.
- Demonstrate the ability to organize and supervise senior citizens in a safe environment.
- Must communicate effectively with the Moundville Mayor and City Council, including attending city council meetings.
- Mandatory CPR and First Aid Certifications.
- Valid state driver's license.
- Required to have a clean driving record.
- Must pass a pre-employment and on-going background check and drug test & physical.

The City of Moundville is an Equal Opportunity Employer.



# Employment Application

City of Moundville  
P.O. Box 98  
Moundville, AL 35474

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In accordance with Federal Law and the U.S. Department of Agriculture's policy, this institution is prohibited from discrimination on national origin, sex, age or disability.

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(PLEASE PRINT)

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

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If you are under 18 years of age, please provide required  
Proof of you eligibility to work?  Yes  No

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this  
Country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

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Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony?  Yes  No

If Yes, please explain \_\_\_\_\_

\_\_\_\_\_

Driver's license # \_\_\_\_\_ State: \_\_\_\_\_

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
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GRAMMAR SCHOOL

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS OR  
CORRESPONDENCE  
SCHOOL

Describe any job-related training received in the United States Military

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training or skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES Give below the names of three persons not related to you.

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT HISTORY (Begin with most recent position):

Date of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference \_\_\_ yes \_\_\_ no

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Date of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference \_\_\_ yes \_\_\_ no

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Date of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference \_\_\_ yes \_\_\_ no

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Date of Employment: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference \_\_\_ yes \_\_\_ no

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*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquire of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquires in connection with my application.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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APPLICATIONS ARE KEPT ON FILE FOR A 12 MONTH PERIOD. AFTER 12 MONTHS YOU WILL NEED TO REAPPLY.

To Whom It May Concern:

I am an applicant for a position with the City of Moundville. The City needs to thoroughly investigate my employment background and personal history, credit checks to evaluate my qualifications to hold the position for which I have applied. My employment history may be disclosed to the City of Moundville.

I consent to your release of any and all public and private information that you have concerning me, my work record, my background and reputation, my military service records, records including any arrest, any information contained in investigation files, efficiency ratings, complaints or grievances filed by or against me.

I hereby release you, your organization, and all other from liability or damages that may result from furnishing the information requested, including liability or damages pursuant to any state or federal laws.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

I am aware that I will have to pass a drug screening before I may be hired for the position that I am applying for...

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

*City of Moundville*

*Public Works Laborer I – Job Description*

A City of Moundville Public Works Laborer is responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Moundville Public Works Department. Although road maintenance is the most common type of work performed, laborers in this position class also work in park maintenance, as sign crews, sewage & water crews, and in other related areas.

The position requires operation of city-owned vehicles, such as pickup trucks, backhoe, dump truck, trash truck (CDL), etc. as required. The operation of power tools and equipment, such as mowers, chain saws, air compressor, etc. when required is also necessary. The candidate will be required to inspect and repair equipment as required by department procedures as well as be able to make repair to city roads, curbs and sidewalks as required.

The applicant will mow grass, prune trees and hedges, and plant flowers and trees as required. There is a requirement to clean city offices, garage areas and park facilities, as well as clean up litter and empty trash cans. Maintenance of sanitary and storm sewers and making repairs and/or conducting routine maintenance procedures is required. Sweeping and clean-up of debris and materials from the roads will be required. Conducting other job related duties is required.

*Requirements for the position of Public Work Laborer I*

A valid Alabama State driver's license is required as well as knowledge and ability to operate city owned vehicles and equipment, such as dump trucks, backhoe, power tools, trash truck (CDL), power tools, chain saws, air compressor, etc. the ability to understand and follow written and oral instruction and work independently is required.

The candidate will be required to perform heavy manual labor, including lifting heavy objects, and working in all type of weather conditions. Safety procedures and practices are required, as well as wearing safety equipment. A good working relationship with co-workers and the general public is a necessity. The candidate must be able to be called out for emergencies such as floods, downed trees, snowfall, etc. And must be knowledgeable in variety of semi-skilled and skilled maintenance tasks.

*Benefits*

Employee Coverage Health Insurance Paid by City (Blue Cross Blue Shield)

Employee Coverage \$15,000 Life Insurance Paid by City

Paid Sick Time 8 hours per month work

Paid Vacation Time

After 1 year 40 hours

After 10 years 120 hours

After 2 years 80 hours

After 15 years 160 hours

Paid Holidays – 12