



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: April 17, 2026

Date Listing Will Close: April 24, 2026 - 5 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: Program Aide

Location / Senior Resources - Woolmarket Center

Department: Salary: \$15.40 per hour (30 hours per week)

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES
1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162
www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Program Aide – Full Time

DEPARTMENT: Senior Resources Agency

FLSA STATUS: Non-Exempt

REPORTS TO: Center Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: April 1, 2026

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The Program Aide is responsible for functions delegated by the Senior Center Director and involved in close association with community workers, individuals, groups, and organizations.

ESSENTIAL JOB FUNCTIONS:

1. Assists and plans group activities, individual activities, and projects for Senior Center Programs
2. Coordinates support services on behalf of clients
3. Assists in providing activities for well health, creative initiatives, socialization and any activity beneficial to maintaining the self-sufficient dignity of the individual client
4. Assists in providing information on clients and maintaining records that reflects accurate participation in programs, rosters, resource listings, and other record keeping as needed for smooth and professional operation of the center
5. Teaches clients arts and crafts, needlework, ceramics, etc

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Recruits and assists with program volunteers
2. Works closely with Center Director in maintaining supplies and materials
3. Assists other employees with providing basic daycare for Senior Citizens
4. Performs other related duties as required

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge all related safety procedures
- Ability to follow written and verbal instructions
- Knowledge and skills of teaching arts and craftwork

- Ability to maintain confidential information and research benefit information
- Ability to establish and maintain accurate record keeping systems
- Ability to communicate effectively both orally and in writing

These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school or by obtaining a GED Certificate and (2) years of experience in a related field of employment. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position. Employee must be able to drive Harrison County vehicle to job site if assigned.

SALARY RANGE: \$15.40 per hour

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time	✓	
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓