# 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: **September 2, 2026**

Date Listing Will Close: **September 9, 2026 - 5 p.m.**

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

Class Specification: **Program Aide**

Location / **Senior Resources - Frances Fredericks**

Department: Salary: **$15.40 per hour (40 hours per week)**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription

Qualifications / Experience: See Attached Job Description

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**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.**

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

**HARRISON COUNTY, MISSISSIPPI**
**JOB DESCRITION**

**JOB TITLE:** Program Aide

**DEPARTMENT:** Senior Services **FLSA STATUS:** Non-Exempt

**REPORTS TO:** Senior Center Manager **Position Code:**

**MAINTENANCE REVIEW DATE:** August 4, 2025

*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 pe1form 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 supports the daily operations and activities of the senior center by assisting staff in planning, organizing, and implementing programs that enhance the well-being, engagement, and quality of life for older adults. This role involves direct interaction with participants, providing support during activities, and helping maintain a welcoming and safe environment.

## ESSENTIAL JOB FUNCTIONS:

1. Assist in the setup, facilitation, and cleanup of daily programs, events, and activities
2. Provide support to seniors during recreational, educational, and social activities
3. Greet participants and help foster a friendly, inclusive atmosphere
4. Monitor activity areas to ensure participant safety and report any concerns to staff
5. Help distribute materials, meals, or supplies as needed
6. Assist with administrative tasks such as attendance tracking, filing, and phone calls
7. Maintain cleanliness and organization of program spaces, custodial
8. Encourage participation and engagement among seniors

### SECONDARY RESPONSIBILITES:

1. Escort or guide seniors within the building as needed
2. Help with meal service, including setup, light food prep, and cleanup
3. Report participant concerns or facility issues to supervisor promptly

## SUPERVISORY RESPONSABLIITES: None

**REQUIRED QUALIFICATIONS:** None

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITES:**

1. High school diploma or GED preferred
2. Ability to work independently and take initiative
3. Friendly, patient, and dependable with strong interpersonal skills
4. Physically able to lift up to 40 lbs., bend, stoop, and stand for extended periods

**ADDITIONAL REQUIREDMENTS:** Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

**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, jack hammers, 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 lone: 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) | | ✓ |