

DIRECTOR OF COA AND SENIOR CENTER

Town of Bernardston, MA

Schedule: Full-time: 32 hours, some evenings required

Position Description (Full job description available upon request)

Provides leadership for the managerial, administrative, fiscal management, program development, and social work of a Council on Aging and Senior Center. Program development provides for the health, educational, social, recreational, outreach, and transportation needs of the town's elderly population.

Representative Duties (Duties are illustrative but not exhaustive)

1. Prepares and administers department's annual operating budget and grants.
2. Actively seeks to expand funding sources including researching and applying for grants, soliciting donations, and raising funds.
3. Assesses the needs of the elder population, advocating for the seniors and developing appropriate programs as required.
4. Provides managerial oversight and coordination of outreach activities
5. Develops a schedule of monthly programs, educational lectures, recreation and cultural events, social activities, and mental and physical health programs.
6. Advises and guides seniors on a daily basis.
7. Produces/oversees materials and reports including researching, writing, editing and distribution.
8. Supervises staff and volunteers.

Special Requirements

CPR/First Aid and CORI certification required within 6 months; Class D Motor Vehicle Driver's license.

Minimum Qualifications

- Knowledge of the aging process and its implications on health and wellness.
- Experience as a successful grant writer.
- Experience with paying bills, payroll, and budget management.
- Excellent written and oral communication skills.
- Proficiency in office software products including Word and Excel.
- Bachelor's degree in Human Services Administration, Gerontology, or a related field.
- 3-5 years of progressively responsible experience managing staff/programs serving the elderly.

Application Process Please submit the following:

1. Cover letter.
2. Resume.
3. Completed town application including 3 references (email coa@townofbernardston.com or call 413-648-5413 for application and job description).
4. Writing samples.

Completed application packages can be sent to COA, P.O. Box 504, Bernardston, MA 01337 or email coa@townofbernardston.org.