



CITY OF EASTHAMPTON

Personnel Department

Easthampton Municipal Building

50 Payson Avenue

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Jane F. Sakiewicz, PHR, IPMA-CP
Personnel Director

NOTICE OF POSITION VACANCY

COUNCIL ON AGING ACTIVITY COORDINATOR
PART-TIME 18-HOURS/WEEK POSITION
SALARY RANGE - \$15.13-\$19.18 PER HOUR

Issued: 6/17/2019
Closing Date: UNTIL FILLED

Responsible for the planning, developing, organizing and implementing of programs, services, activities and special events for the Easthampton Council on Aging/Senior Center.

Essential Functions:

Contact and meet with local area Councils on Aging to gather information for new programs, services and activities, instructors for classes, and related paperwork. Develop and maintain a directory/resource manual/files of presenters and topics for educational seminars, health, recreational, and social programs, services and activities. Assists with developing, planning, organizing, implementing, attending, overseeing and scheduling of programs, services, activities and special events. Schedule on-going informational forums with area seniors to share, discuss ideas and suggestions, and to assess elder program interests on senior center programs, services, activities and events. Maintain accurate records of participation in attendance at Senior Center activities. Other related duties, as assigned by director.

Recommended Minimum Qualifications:

Associates Degree (Bachelor degree preferred); with 3-5 years of applicable work experience. Will consider a combination of education and experience. Valid MA driver's license required. Experience with Windows, Microsoft Office, Publisher, internet and e-mail required. This position requires a Cori Review.

To Apply:

Applicants who wish to be considered for this position may do so by submitting an application to the Personnel Director, 50 Payson Avenue, Easthampton, MA 01027 on or before the above closing date.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER