



ACTIVITIES COORDINATOR AT THE COUNCIL ON AGING

Town of Ware

Wanted: Activities Coordinator at the Council on Aging. This is a part time, 19 hours per week, non-benefitted, non-union position. **Duties and responsibilities include but not limited to:** Oversees room and event scheduling and organizes various programs, coordinates, and supervises all aspects of the COA's volunteer program, including the screening and training of all volunteers, plans and manages activities, transportation for senior trips, attends events and programs, and actively engages with senior population.

Minimum Qualifications: Associate Degree and a minimum of two to three years of experience in the human service field; experience with the elderly preferred; or any equivalent and relevant combination of education, experience, and training. First aid and CPR certification preferred.

Starting Salary: \$20.00 per hour. Interested applicants please send cover letter and resume with three professional references to:

Human Resources Department, Town of Ware, 126 Main Street, Ware, Massachusetts 01082 or
e-mail: resumes@townofware.com. AA/EOE