

**EMPLOYMENT OPPORTUNITY**  
**B/S/S/T Area Agency on Aging, Inc.**

The Area Agency on Aging has an employment opportunity for an individual who is self-directed, motivated and takes initiative.

The Area Agency on Aging has a vacancy for **Susquehanna County Volunteer Coordinator**. Candidate will be working at BSST's Area Agency on Aging office located in Montrose, PA. Responsibilities include coordinating volunteer recruitment, which includes screening, orientation and documentation/reporting; coordinating Active Living On the Go Events; and serving as an Active Living Center Manager in the absence of a designated Active Living Center Manager. This is a part-time position (25 hrs. a week; Monday-Friday) with an hourly rate. Candidate must be proficient in computer usage. Travel required with mileage reimbursement. Must have a reliable vehicle for work related travel, vehicle insurance and possess a valid driver's license.

Selected applicant will undergo a training program that includes Basic First Aid, CPR and ServSafe certification.

Selected applicant must pass a state police criminal clearance, child abuse clearance and if necessary, a FBI clearance. These clearances will be obtained with assistance from the Area Agency on Aging, and free of charge to the selected individual.

**ELIGIBILITY REQUIREMENTS:**

Three months of experience in providing direct services in a human services, education or community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual or emotional disabilities; or any equivalent combination of experience and training.

Interested persons should submit a resume to Bridget Worthington at [bworthington@bsstaaa.org](mailto:bworthington@bsstaaa.org) or by mail to B/S/S/T Area Agency on Aging, 220 Main Street, Unit 2, Towanda, PA 18848 by **5:00pm** on May 24, 2019. An Equal Opportunity Employer.