

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. This position assists in enriching the community by providing fulfillment in older adults' lives through volunteerism, and coordinating interesting and fun events in various areas of the county.

BSST Area Agency on Aging has a vacancy for **Tioga County Volunteer Coordinator** out of the Wellsboro, PA office. Responsibilities include coordinating volunteer recruitment, including screening, orientation and documentation/reporting of volunteers; 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.

Candidate must be proficient in computer usage, have good communications skills, be able to effectively communicate with older individuals and be able to do public speaking. This is a part-time position (25 hrs. a week; Monday-Friday) at \$11.66/hr. No holidays or weekends.

Travel is required throughout Tioga County with mileage reimbursement. Must have a reliable vehicle for work related travel, when an Agency vehicle is not available. Must have up-to-date vehicle insurance and possess a valid driver's license.

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 or by mail to B/S/S/T Area Agency on Aging, 220 Main Street, Unit 2, Towanda, PA 18848.

An Equal Opportunity Employer.