

## **B/S/S/T AREA AGENCY ON AGING**

### **Notice of Vacancy** **Posting Date: April 26, 2021**

#### **Vacancy Information:**

The Area Agency on Aging has the following vacant position.

**Position:** Susquehanna County Volunteer Coordinator  
**Classification:** Senior Center Manager 1  
**Location:** **Susquehanna County-Montrose Office**  
**Work Hours:** 25 hours/week: Monday-Friday  
**Type of Employment:** Part-Time  
**Job Description:** Primary responsibility: Maintaining volunteer programs.

This includes recruitment, screening, orientation, documentation, reporting and ongoing recognition for the agency's volunteer program. This position also involves maintaining outreach in the community, such as scheduling events throughout the county to provide educational/social programs, public presentations, etc. The volunteer coordinator may also operate an ALC in the absence of a designated staff person, or cover a meal delivery route.

#### **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.

#### **APPLICATION PROCEDURES:**

All applicants for this position must submit an interest to Bridget Worthington, Contract Compliance Officer, at [bworthington@bsstaaa.org](mailto:bworthington@bsstaaa.org) or by writing to Area Agency on Aging, 220 Main Street, Unit 2, Towanda, PA 18848 by **4:30 pm on May 3, 2021**. Additional information may be obtained by contacting Bridget Worthington at (570) 265-6121.  
Equal Opportunity Employer

*Positively impacting the lives of adults, veterans, and disabled across Bradford, Sullivan, Susquehanna and Tioga Counties by advocating and providing a network of resources that result in independence, choice and dignity.*