

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

Would you delight in inspiring two generations? Would you enjoy employment, that gives you the opportunity to meet hard working seniors who truly care about today's children? Would you take pleasure in a career that connects these seniors to struggling students?

BSST Area Agency on Aging, Inc. has an employment opportunity for an individual who is creative, self-directed, motivated and takes initiative. The position enhances the lives of both, seniors and school students. The program supports seniors' economic and emotional health and aids students through providing educational programs to assist the senior to become effective school mentors and tutors.

BSST Area Agency on Aging, Inc. has a vacancy for a **Foster Grandparent Program Coordinator**. Candidate will be working out of the Towanda, PA office location. Responsibilities consist of coordinating volunteer recruitment, which includes screening, training, placing and supervising volunteers, along with communicating with host agencies, and maintaining program records and data.

This is a part-time position (24 hrs/week; Three (3) days/week; 8:00am-4:30pm) with an hourly rate. 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.

Travel **required** throughout the Agency's four county service area with mileage reimbursement. Must have a reliable vehicle for work related travel, up-to-date vehicle insurance and possess a valid driver's license. Must be able to lift 25lbs.

Selected applicant must pass a state police criminal clearance, child abuse clearance, national sex offender check and 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:

One (1) year as an Aging Case Aide 1; or two (2) years of public contact work including one (1) year in a human services program; 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 by **4:30pm** on May 21, 2021.

B/S/S/T Area Agency on Aging, Inc. is an Equal Opportunity Employer.