

B/S/S/T AREA AGENCY ON AGING

Notice of Vacancy **Posting Date: July 21, 2021**

Vacancy Information:

The Area Agency on Aging has the following vacant position.

Position: Substitute Active Living Center Manager

Classification: Senior Center Manager 1

Location: **Susquehanna County**

Type of Employment: Per-diem

Job Description: Responsible for the operation of the Active Living Center in the absence of the designated Center Manager. Travels throughout assigned geographic area providing coverage to the Centers. Adheres to the PA Department of Aging, Area Agency on Aging, and Department of Agriculture regulations and standards. Coordinates and directs the serving of congregate meals and Meals on Wheels (MOWs) – Endless Mountains. Attends to the interests and needs of consumers participating at the Active Living Center, which includes being involved in coordinating and scheduling Health and Wellness programming in the community. Supervises volunteers in the absence of the designated Center Manager and performs related activities to ensure the distribution of MOWs.

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 or by writing to Area Agency on Aging, 220 Main Street, Unit 2, Towanda, PA 18848 by **4:30pm on July 28, 2021**. Additional information may be obtained by contacting Bridget Worthington at (570) 265-6121.

Equal Opportunity Employer