

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

### **Notice of Vacancy** **Posting Date: December 13, 2019**

#### **Vacancy Information:**

The Area Agency on Aging has the following vacant position.

**Position:** Active Living Center Manager  
**Classification:** Senior Center Manager 1  
**Location:** **Susquehanna County-Forest City Active Living Center**  
**Salary:** 29 \$11.16/hour  
**Work Hours:** 25 hours/week, Monday – Friday, 9:00am – 2:00pm  
**Type of Employment:** Part-Time

**Job Description:** Coordinates, plans and directs recreational, instructional or educational activities for a senior center. Coordinates and directs the serving of congregate and home-delivered meals. Attends to the interests and needs of consumers participating at the Active Living Center. Supervises volunteers and performs related activities to ensure the distribution of home-delivered meals.

#### **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 **5:00 pm on December 20, 2019**. 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.*