

B/S/S/T AREA AGENCY ON AGING

Notice of Vacancy

The Area Agency on Aging has an employment opportunity for an individual who is self-directed, motivated and takes initiative.

The Area Agency on Aging has a vacancy for Susquehanna County Volunteer Coordinator. Candidate will be working at BSST's Area Agency on Aging office located in Montrose, PA. Responsibilities include coordinating volunteer recruitment, which includes screening, orientation and documentation/reporting; 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. This is a part-time position (25 hrs. a week; Monday-Friday) with an hourly rate. Candidate must be proficient in computer usage. Travel required with mileage reimbursement. Must have a reliable vehicle for work related travel, vehicle insurance and possess a valid driver's license.

Selected applicant will undergo a training program that includes Basic First Aid, CPR and ServSafe certification.

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.