



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement **Augusta Center Leader**

Rocky Mountain Development Council, Inc. is seeking applicants for the position of part-time (15 hours/week) Center Leader for the Augusta Senior Nutrition Program. The position involves coordinating services of the Augusta Senior Dinner Club and Meals on Wheels Programs. The starting salary for this position is \$8.95 per hour.

The Center Leader's responsibilities include responsibility for the congregate meal site, Meals on Wheels, referrals and assessments and all record keeping.

Minimum Qualifications:

Ability to:

- relate well with and understand the needs of senior citizens.
- keep all information on clients strictly confidential.
- organize senior center activities.
- have reliable personal transportation, liability insurance, good driver's record and current driver's license (need for Meals on Wheels delivery).
- fill in for Cook when needed.

Education:

- Equivalent to a high school education.

Experience:

- Preference given to applicants who have experience working with senior citizens.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Application Process:

Applicants must submit a signed completed RMDC application, letter of interest and resume. Applications are available from RMDC, www.rmhc.net, and the Augusta Senior Center. Incomplete application materials will not be processed. Completed application packages must be **received by** the RMDC Human Resource Office, P O Box 1717, Helena, 59624 or 200 South Cruse Avenue, Helena MT, 59601. Completed application packages must be received by the RMDC Human Resource Office at the above address no later than 5:00 PM, Tuesday, August 15th, 2017. RMDC is an EEO Employer.

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP