



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

### Position Announcement

#### **Intermittent Townsend Cook/Center Leader**

Rocky Mountain Development Council, Inc. is seeking applicants for the position of intermittent Cook/Center Leader for the Townsend Senior Nutrition Program. The position involves coordinating services of the Townsend Senior Dinner Club and Meals on Wheels Programs. The starting salary for filling in for the Cook is \$9.41 per hour and \$8.95 per hour for the Center Leader.

The position involves filling in for the Cook during her absence, and coordinating services of the Senior Center Dinner Club and Home Delivered Meals Programs during the Center Leader's absence and.

The Cook is responsible for preparing meals for senior citizens at the senior center and for home delivery.

The Center Leader's responsibilities include responsibility for the congregate meal site, home delivered meals, 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](http://www.rmhc.net), and the Townsend Senior Center. Incomplete application materials will not be processed. Completed application packages must be **received by** the RMDC Human Resource Office, PO Box 1717, Helena, 59624 or 200 South Cruse Avenue, Helena MT, 59601. This position is open until filled. RMDC is an EEO employer.

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