



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

Rocky Mountain Development Council, Inc. is seeking applicants for a part-time (25 hours/ week) 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 this position is \$9.19 per hour plus RMDC's generous benefit package -health, dental, vision and life insurance; retirement plan; paid holidays, sick and vacation leave.

The Center Leader's responsibilities include responsibility for the congregate meal site, home delivered meals, referrals and assessments and all record keeping. This position is responsible for filling in for the Cook during her absence.

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

Must have a reliable vehicle, current liability insurance and a valid Montana Driver's license. Must be able to lift 50 pounds with or without accommodation and be able to drive in severe winter weather conditions.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application and letter of interest. Applications are available from the Boulder Senior Center, Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, www.rmhc.net, and the Helena Job Service. Incomplete application material will not be processed. Completed application packages must be received by the RMDC Human Resource Office at the above address no later than 4:00 PM, Friday, February 16th, 2018. 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