



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

Rocky Mountain Development Council, Inc. is seeking applicants for the position of part-time (approximately 20 hours/week) Center Leader for the Whitehall Senior Nutrition Program. The position involves coordinating services of the Whitehall 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, Meals on Wheels, referrals and assessments and all record keeping. This position is responsible for filling in as Cook during the Cook's 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.
- assist with doing dishes.
- lift up to 50 pounds.
- be outdoors in severe weather conditions.

##### 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 pass a criminal background check. 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 completed RMDC application, letter of interest and resume. Applications are available from RMDC, [www.rmdc.net](http://www.rmdc.net), and the Whitehall 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, March 20th, 2018. RMDC is an EEO Employer.

[www.rmdc.net](http://www.rmdc.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