



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
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### **Position Announcement**

#### **Helena Senior Center Coordinator**

Rocky Mountain Development Council, Inc. is seeking applicants for the position of Helena Senior Center Coordinator. This position is part time, 25 hours per week. The hours are between 8:30 a.m. and 1:30 p.m., Monday through Friday, but may vary occasionally for special events/activities. The salary for this position is \$17.57 per hour.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan, 10-13 paid holidays per year, sick and vacation leave equaling 5 weeks in the first year! Retirement contributions begin after one year of employment, a 401k option is available upon hire, based on age eligibility.

The Senior Center Coordinator is responsible for coordinating, planning, organizing and implementing social activities and related services for older adults at the Helena Senior Center. The Senior Center Coordinator plans and coordinates events to enhance the quality of life for senior participants. This position is also responsible for working closely with Rocky's Community Outreach Coordinator preparing the bi-monthly "Voice of Experience" (VOE) Helena Senior Center newsletter.

### **Minimum Qualifications:**

#### **Knowledge of:**

- Principles and techniques used in planning and, coordinating services for seniors.
- Services and operation needs associated with events, educational and recreational activities.
- Gerontology and the unique interests of the older adult population.
- Individual and group behavior.
- The Older Americans Act and longstanding expectations for Senior Centers.
- Resources available for older adults in the Helena community.
- Computer operation and software applications including the Microsoft Office Suite.

#### **Ability to:**

- Work well with others particularly older adults and coworkers.
- Work with an extreme attention to detail, able to manage multiple projects simultaneously (multi-tasking), while still greeting older adults and overseeing activities.
- Recommend improved methods of performing work and/or providing services.
- Plan and organize Senior Center activities for clients with diverse interests and needs.
- Coordinate promotion and marketing of events and activities to increase participation and membership with Rocky's Community Outreach Coordinator.
- Create written documents, letters, newsletters and reports with little or no oversight.
- Work with other organizations and businesses to provide activities and information to Rocky older adults.
- Learn new software.

### **Education & Experience:**

The above knowledge, skills and abilities are typically acquired through education beyond high school with education focused on older adults preferably in the human service area, gerontology or a related field. At least one year of work experience with older adults in activity or educational program planning and execution, and/or an equivalent combination of education and experience. Must be able to pass a criminal background check. Obtain and maintain CPR and First Aid Certification.

### **Application Process:**

Applicants must submit a signed and completed Rocky application, resume and letter of interest. Applications are available from Rocky and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be received by Rocky's Human Resource Office at the above address. This position is open until filled. Rocky is an EEO employer.

**[www.rmhc.net](http://www.rmhc.net)**

Affordable Housing  
Home Buyer Education  
Rocky Mountain Preschool Center  
Head Start

LIHEAP  
Weatherization  
Energy Share  
Spirit of Service

Meals on Wheels  
Senior Centers and Nutrition  
AmeriCorps Seniors  
Rocky's Agency on Aging