

# **Human Resources**

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## **TOWN OF GREENFIELD**

*Town Hall, 14 Court Square, Greenfield, MA 01301*

*Phone: 413-772-1577*

*Fax: 413-775-9165*

*email: [hr@greenfield-ma.gov](mailto:hr@greenfield-ma.gov)*

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### **SENIOR CENTER DIRECTOR**

**Town of Greenfield**

**Council on Aging**

Full Time – Benefited Position

Experienced and dynamic administrator / manager sought to direct and lead facilities of a multi-purpose Council on Aging and Senior Center. Responsible for administrative, managerial, supervisory and social service work in connection with needs determination and the development, implementation and support of programs, services, events, activities; including personnel, facility and fiscal management, fund development, volunteer and staff management and programming. Bachelor's degree required, (Master's preferred) in an appropriate relevant field. Computer proficiency required.

Position description and employment applications available from Human Resources, Town Hall, 14 Court Square, Greenfield, MA 01301 via email: [hr@greenfield-ma.gov](mailto:hr@greenfield-ma.gov). Go to [www.greenfield-ma.gov](http://www.greenfield-ma.gov) to download application and job description. Applications will be accepted until position is filled.

AA/EOE