



# TOWN OF PEPPERELL

## BOARD OF SELECTMEN

### COUNCIL ON AGING

#### **PART-TIME OUTREACH COORDINATOR**

Responsible for identifying elders, assessing their needs, and making referrals to appropriate services and activities. Works with COA Director, Activities Coordinator and Coordinator of Volunteers. Responsible for regular reports and record keeping. Experience working with the elderly and/or community services, including assessing needs and documentation; excellent communication and interpersonal skills, ability to maintain confidentiality, and a car and valid driver's license required. A degree in human service or social service a plus. 15-19 hours per week, Monday through Friday. \$17.04-\$19.17/hr., DOQ. Apply to Personnel Administrator, Selectmen's Office, One Main Street, Town Hall, Pepperell, MA 01463 by June 27, 2011. EEO Employer.

Posted: May 25, 2011