



improving lives, strengthening communities

Rocky Mountain Development Council Position Announcement - Lincoln Center Leader

Rocky Mountain Development Council is seeking applicants for the position of part-time (15 hours per week) Center Leader for the Lincoln Senior Nutrition Program. The position involves coordinating services of the Lincoln Senior Dinner Club and Home Delivered Meals Programs. The starting salary for this position is \$8.41 per hour, plus RMDC's generous benefit package includes: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Center Leader's responsibilities include responsibility for the congregate meal site, home delivered meals, referrals and assessments and all record keeping.

Minimum Qualifications:

Ability to:

- relate well with 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 Home Delivered Meals 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

Application Process:

Applicants must submit a signed completed RMDC application, letter of interest and resume. Applications are available from RMDC, www.rmhc.net, and Montana Job Service Offices. 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 no later than 5:00 PM, July 30, 2010. EEO.

ROCKY MOUNTAIN DEVELOPMENT COUNCIL

P.O. Box 1717 200 South Cruse Ave. Helena, MT 59624-1717 phone 406-447-1680 800-356-6544 fax 406-447-1629 www.rmhc.net

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