



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

Rocky Mountain Development Council, Inc. is seeking applicants for the position of intermittent (on-call) Center Leader for the Augusta Senior Nutrition Program. The position involves coordinating services of the Augusta Senior Dinner Club and Meals on Wheels Programs. The starting salary for this position is \$9.33 per hour.

The Center Leader's responsibilities include responsibility for the congregate meal site, Meals on Wheels, referrals and assessments and all record keeping. This position may fill in as Cook during the Cook's absence at the Cook rate.

#### **Minimum Qualifications:**

##### Ability to:

- relate well with and understand the needs of senior citizens.
- keep all information on clients strictly confidential.
- have reliable personal transportation, liability insurance, good driver's record and current driver's license (need for Meals on Wheels delivery).
- Follow directions and take initiative
- Organize and manage time
- assist with doing dishes.
- lift up to 50 pounds.
- drive and be outdoors in severe weather conditions.
- 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**

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 Rocky, [www.rmhc.net](http://www.rmhc.net), and the Augusta Senior Center. Incomplete application materials will not be processed. Completed application packages must be **received by** the Rocky 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. This position is open until filled. Rocky is an EEO Employer.

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