



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

Rocky Mountain Development Council's Area IV Agency on Aging Program is seeking applicants for a Program Coordinator. This position is a full-time (40 hours per week) position, Monday through Friday. The starting salary is \$18.00 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 (which equals an extra \$4.88/hour), 10 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.

This position consists of three distinct primary parts: Volunteer Coordinator, Grants and Special Projects Coordinator, and Caregiver Support Coordinator:

- A. The Volunteer Coordinator serves as a leader of volunteer services for Rocky's Area IV Agency on Aging. The Coordinator is responsible for recruiting and managing individuals and groups of volunteers throughout the six counties served by Area IV. In addition, the Coordinator supports and collaborates with other Rocky programs regarding recruitment and development of volunteers.
- B. The Grant and Special Projects Coordinator will assist the Area IV Program Director and other Rocky program directors to identify and develop funding and administration of new projects, especially projects requiring volunteers.
- C. The Caregiver Support Coordinator works with the Area IV Program Director to serve caregivers of older adults and people with disabilities.

Knowledge, Skills, Abilities:

Familiarity with older adults, people with disabilities, and the aging process, understanding of social work, basic knowledge of common mental illnesses and dementia, demonstrated interviewing skills to determine work skills, motivations, talents, needs, etc. Able to communicate effectively with people of all education and intellect levels, both verbally and in writing. Ability to establish and maintain professional working relationships with co-workers, volunteers, and clients.

Minimum Qualifications:

The desired knowledge, skills, and abilities are typically acquired through the completion of a two-year degree and up to two years of professional experience with at least one year in aging, long term care, or a related field. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on a case by case basis.

The position requires primarily in-office work and meeting with volunteers. Some day travel is required for projects outside the office or volunteer recruiting events. Must have a reliable vehicle with adequate liability insurance and employee must have a current valid driver's license. Must be approved as a driver by Rocky's insurance carrier.

Application Process: Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601) by Friday, April 16, 2021 at 4 P.M. EEO

www.rmhc.net

Affordable Housing
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 and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP